



January 9, 2018

Division Memorandum  
No.: 016 s. 2018

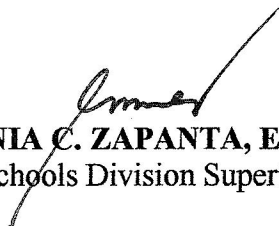
**SIP REVIEW AND ANNUAL IMPROVEMENT  
PLANNING 2018**

To: All School Heads – Public Elementary and Secondary Schools  
School Planning Team/SIP Writer  
Division Appraisal Committee and Division Quality Assurance Team  
All Other Concerned

1. Pursuant to DepEd Order No 44, series of 2015, the School Improvement Plan (SIP) of the Schools shall begin its new SIP cycle using the enhanced planning process starting January 2016 (the start of the SIP cycle 3).
2. It's been 2 years since the crafting of our Enhanced SIP Cycle 3 that there is a need to review its implementation. With this, a 2-day live out SIP Review and Annual Improvement Planning 2018 will be conducted on January 16 – 17, 2018 at SegLim Building, Bohol Tropics Resort, Tagbilaran City.
3. This activity aims to:
  - a) revisit the process in crafting the E-SIP;
  - b) identify the gaps in the crafting and in the implementation phases;
  - c) display positive attitude in developing and updating a functional and operational Plan; and
  - d) craft the 2018 Annual Implementation Plan (AIP).
4. Participants to this SIP Review and Annual Improvement Planning 2018 are the following:

Number of Participants	Description
24	School Principal ( Public Elem & Secondary)
24	SIP Planning Team/Writer ( one per school)
5	SGOD Chief, PO II, SEPS for HRDD, SEPS M & E and support staff (Dr. Luga, Ms. Maquiling, Dr. Tanggaan, Mr. Cagas & Disbursing Officer In-Charge)
3	SDS, ASDS & Resource Speaker (Dr. Zapanta, Dr. Palispis & Dr. Marychel Garcia)
9	CID Chief & Division Appraisal Committee – Dr. dela Torre, Dr. Lagura, Dr. Butalid, Dr. Amistoso, Dr. B. Incog, Dr. Sarabia, Dr. Clamonte, Mr. Barrete; and Mr. Jenelou John Israel ( Process Observer)
<b>65</b>	<b>TOTAL</b>

5. Schools are required to bring the following:
  - a) SIP cycle 3 (Year 2016-2018 plan) hard and soft copy with complete annexes
  - b) 1 Laptop each school and extension wires.
  
6. We are reiterating the content of DepEd Order No 44 series of 2015 section 6 ... "The participation and involvement of the school head, teachers, and staff in the planning and implementation of the SIP and SRC may be included in the RPMS as performance objectives under corresponding Key Result Areas. It can be incorporated in the IPCRF of the teachers involved and OPCRf of the School head." This is to recognize the efforts of the School Planning Team in making the school a better place for learning.
  
7. A registration fee of P1,600.00 shall be collected from each participant to defray expenses of food and venue for two (2) days. Expenses relative to and in the conduct of the said SIP Review and Annual Improvement Planning 2018 will be charged against School and Division MOOE funds subject to the usual accounting and auditing rules and regulations.
  
8. For your information, guidance and compliance.

  
**VIRGINIA C. ZAPANTA, Ed.D., CESO V**  
Schools Division Superintendent

SGOD/sip/memo/lem