



December 3, 2018

Division Memorandum
No. 706 s. 2018

SIP END OF CYCLE REVIEW 2018


To: Chiefs, SGO & CID, Education Program/Area Consultants
All Public Elementary and Secondary School Heads
School SBM Coordinators and School SIP Writers
SGOD HRDD & Planning
All others concerned

1. As part of the School Heads accountability defined in RA 9155, schools are expected to justify the value and effectiveness of their programs. Apart from public relations and accountability issues, educators have come to recognize that they can no longer rely on intuition, tradition, or convenience in making decisions about the best practices and strategies to improve student learning. Data-driven decision making has become not only a familiar term but also a more prevalent practice. The School Improvement Plan is a road map that establishes the changes that the school needs to improve students' achievement and shows how and when these changes will be made.
2. This (3) three-year educational plan embodies the vision and mission of the school. It contains the profile of the school and the community, problems and needs, goals, objectives, standards and targets, implementation plan, monitoring and evaluation plan, communication and advocacy plan, documentation, reporting to stakeholders and translated into an Annual Implementation Plan (AIP). These SIP serve as the major bases of the Division Education Development Plan (DEDP).
3. Tagbilaran City Division after crafting the 3rd Cycle of School Improvement Plan for school years 2015-16 to 2018-19 aimed to measure the actual accomplishments versus target planning responsibilities and to get shared insights about the difficulties in the school as well as the valuable information on the interest of the community about school improvements.
4. In view of these, a 2-day SIP End of Cycle Review 2018 will be conducted on December 20-21, 2018 at Panda Tea Garden Suite, J.A. Clarin Street, Tagbilaran City, Bohol. This activity aimed at reviewing the achievements against goals and competencies, celebrate successes, and document progress made on their school development plan. It also helps to ensure that all schools and its activities are fairly assessed, have a sense of accomplishment, and clearly understand how their accomplishments had helped them drive to excellence.
5. Participants to this SIP End of Cycle Review are School Heads, School SIP Writers and School SBM Coordinators of the 24 schools in Tagbilaran City; (3 representatives per school); Chiefs of SGOD and CID and the area consultants/education program supervisors and SGOD staff from HRDD & Planning and working staff.

6. Schools are required to bring their data following the format attached in annex 1 and their approved SIPs.

7. Expenses relative to and in the conduct of this SIP End of Cycle Review 2018 is chargeable to School local / MOOE Funds and Division MOOE Funds subject to the usual accounting and auditing rules and regulations.

8. Immediate dissemination and compliance of this memorandum is desired.


MARCELO K. PALISPIS, Ed. D
OIC, Asst. Schools Division Superintendent



Annex 1

SIP TERMINAL REVIEW/END OF CYCLE TEMPLATE

I. SIP Accomplishments

a. Level of accomplishments of SIP Targets

AIP Accomplishments versus Target	Year 1			Year 2			Year 3		
Major Areas	Target (Number)	Accomplishment (Number)	% (Acc/Target) X 100	Target (Number)	Accomplishment (Number)	% (Acc/Target) X 100	Target (Number)	Accomplishment (Number)	% (Acc/Target) X 100
Provision of Access									
1. Personnel									
2. Physical & Ancillary Services									
3. Instructional Materials and Equipment									
Quality and Relevance									
1. Learner Performance									
2. Curriculum Development									
3. Personnel Development									
Educational Management									
1. Stakeholders Participation									
2. Instructional Supervision									
3. Resource Mobilization and Management									
Total									

3 - Year SIP Accomplishments

% of Accomplishment Year 1	% of Accomplishment of Year 2	% of Accomplishment of Year 3	Total	Average (Total/3)

b. Trend Analysis of School Performance Indicators

Performance Indicators	School Performance Indicators					Remarks Trend Analysis For 3 SY (e.g. decreasing/increasing / fluctuating)
	Baseline 2015-2016	2016- 2017	2017- 2018	2018- 2019	Variance Compare Baseline and 2018-2019 indicator	
Gross Enrolment Rate						
Net Enrolment Rate						
Graduation Rate						
Participation Rate (Division Level)						
Survival Rate						
Failure Rate						
Drop Out Rate						
Repetition Rate						
Completion Rate						

c. Trend Analysis of Learner's Achievement (Grade 6 MPS for Elementary and Grade 10 MPS for Secondary)

Subject	School Performance Indicators					Remarks Trend Analysis For 3 SY (e.g. decreasing increasing fluctuating)
	Baseline 2015-2016	2016-2017	2017-2018	2018-2019	Variance Compare Baseline and 2018-2019	
English						
Math						
Science						
Filipino						
Hekasi						
Average						

II. SBM Implementation (Source of Information: Division SBM Assessment Result)

a. Current level of SBM Practice

1 st Assessment		2 nd Assessment (Note: if not yet reassessed, conduct the reassessment)	
Quantitative (Numerical)	Qualitative (Descriptive Rating)	Quantitative (Numerical)	Qualitative (Descriptive Rating)

b. SBM Indicators needing technical assistance:

Note: Refer to your SBM Assessment Tool. (Write down all SBM indicators not implemented/met.

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Use another sheet if necessary

III. Input for Next SIP (Source of Information: M&E Reports)

a. List of delivered and undelivered targets

List of Delivered Targets (Reference AIP 3)	List of Undelivered Targets (Reference AIP 3)

b. List of outputs to be carried to the next SIP Cycle;

List of Undelivered Targets to be carried out to the Next SIP
Provision of Access
Quality and Relevance
Educational Management and Administration

Note: Use separate sheet if necessary

IV. Sustainability Strategies Applied (Select from the 11 Proven Sustainability Strategies as follows: 1. Fit within Partner; 2. Participation; 3. Counterpart Contribution; 4. Information Dissemination and Networking; 5. Training; 6. Management and Organization; 7. Integrate and Build on Existing Gov't. Operation and Process; 8. Technology; 9. Social, Gender & Culture; 10. External Political & Economic Factor and 11. Anti-Fraud & Corrupt Strategy)

Sustainability Strategy Applied	Action Taken to Apply the Strategy	Result

V. Lessons Learned (Source of Information: Progress M&E Reports School Annual Reports)

Summary of Facilitating Factors	Summary of Hindering Factors	Lessons Learned

Note: Use separate sheet if necessary

V. Recommendations for Continuous Improvement of the School necessary for the formulation of the next SIP Cycle

Sources of information: SQMT Reports, School Annual Report, BEIS, SF 4 & 5

Prepared by:

SBM Coordinator

Principal