




January 14, 2019

Division Memorandum
No. 022 s. 2019

SCHOOL IMPROVEMENT PLAN CYCLE 4

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 & Working Staff

1. Tagbilaran City Division will be crafting its SIP Cycle 4 come January 22, 23, & 24, 2019 at Leeng Building, Bohol Tropics Resort, Tagbilaran City. SIP Cycle 4 is a 3-year educational plan embodies the vision and mission of the school planned to be implemented for the years 2019, 2020 and 2021. It contains the profile of the school and the community, problems and needs, goals, objectives, standards and targets, implementation plan, monitoring and evaluation plan translated into an Annual Implementation Plan (AIP). This School Improvement Plan is a road map that establishes the changes that the school needs in improving students' achievement and shows how and when these changes will be made.
2. The objectives of this activity are for the schools to craft their School Improvement Plan for the next 3 years in order for them to: (1) align the mission, vision, goals and objectives of the school to the Departments' Mission, Vision, Goals and Objectives and translate into School Goals; (2) create a school plan conducive to teaching and learning; (3) device school curriculum that is accountable for higher learning outcomes; (4) develop the school education program; and (5) design educational programs, projects and services which provide equitable opportunities to all learners in the community as part of the school's priority improvement areas.
3. Participants to this SIP Cycle 4 are school heads, school SIP writers and school SBM coordinators of the 24 public schools in Tagbilaran City; (3 representatives per school or as needed); Chiefs of SGOD and CID, area consultants/education program supervisors, HRDD, Planning and training staff from the schools and from the Division Office.
4. Schools are required to bring their 3-year school data for access, quality and governance, Approved SIP Cycle 3, and Laptop with extension wire.
5. A registration fee of P550.00 per participants per day shall be collected to defray expenses for the venue and food chargeable to School and Division MOOE Funds subject to the usual accounting and auditing rules and regulations.
6. This is to reiterate provision number 6 of DepEd Order 44 series of 2015 states that "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 Results-Based Performance Management System (RPMS) as performance objectives under its corresponding Key Result Areas. It can be incorporated in the Individual Performance Commitment and Review Form (IPCRF) of teachers and staff or in the Office Performance Commitment and Review Form (OPCRF) of the school head." The School Planning Team are advised to incorporate the SIP task to their corresponding targets giving credits to the add-on performances and commitments of the team members.
7. Immediate dissemination and compliance of this memorandum is desired.


NERI C. OJASTRO, Ed. D., CESE
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

SIP CYCLE 4 MATRIX

January 22, 23 & 24, 2019

Leeng Conference Room, Bohol Tropics Resort, Tagbilaran City

Schedule	Day 1 January 22	Day 2 January 23	Day 3 January 24
7:30 – 8:00 AM 8:00 – 8:30 AM	Registration Opening Program <ul style="list-style-type: none"> ○ Opening Prayer ○ Singing of Hymns ○ Welcome and Rationale by Dr. Beatriz C. Luga ○ MESSAGE – Dr. Marcelo K. Palispis, OIC, ASDS ○ House Rules & Groupings - Division HRDD ○ Energizer 	Registration Morning Praise Nationalistic Song MOL Topic 5: Capacity Building on Root Cause Analysis using the CI Process Dr. Menen Tanggaan SEPS HRDD	Registration Morning Praise Nationalistic Song MOL E-SIP Retooling cont.... By Maurine Castaño SIP Stage 2 : Plan (F2- Jessilou Jala)
8:30 – 10:30 AM	Topic 1: EFA Performance Indicators Formula By: Liza Maquiling		
10:30 – 12:00 Noon	Topic 2: SIP Tracking & Performance Indicator Board by: Editha Gone		
12:00 – 1:00 PM	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
1:00 – 2:30 PM	Topic 3: SARDO E-Tracking By; Alberto Tibod Jr.	Topic 6 : The E-SIP Planning Cycle – Retooling by Maurine Castaño with the Division CI Team	E-SIP Retooling cont.... By Maurine Castaño SIP Stage 3: Act (F3- Alberto Tibod Jr.)
2:30 – 5:00 PM	Topic 4: Review of the School Forms (SFs) by: Jessilou Jala	Stage 1: Assess (F2- Jenelou John F. Israel)	Open Forum – Jerry Belecina & Pia Arcayena Next Step Planning – Liza Maquiling Closing
	Officers of the Day: Lanie Gutas Jerry Belicina	Officers of the Day: Jerry Belecina Pia Arcayena	Officers of the Day: Eldibrando Correa Lanie Gutas

Registration Committee : Melany Buntag and Margarita Tejano
 Documentor : Liza E. Maquiling
 Over-all Chairman : Dr. Beatriz C. Luga, Chief-SGOD