



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN
City of Tagbilaran



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June 10, 2019

Division Memorandum

No. 257 s. 2019

WRITESHOP IN PREPARATION OF THE SIP CYCLE 4

To: Chiefs, SGOD & CID
Education Supervisor Concerned
SGOD and SIP Working Staff
Public Elementary School Heads
School SBM Coordinators, SIP Writer/ School ICT Coordinator
All others concerned

1. In support to the effective implementation of DepEd Order No. 44, s. 2015 known as Guidelines on the School Improvement Planning (SIP) Process and the School Report Card, Tagbilaran City Schools Division enjoins the adoption of ESIP Style guide, ESIP Quality Assurance (QA) Tool, and Electronic School Report Card (eSRC) in the development of the Enhanced School Improvement Plan (ESIP) for School Year 2019 to 2022. This is to further strengthen the School-Based Management (SBM) practice and re-emphasize the centrality of the learners.

2. With this, the Division of Tagbilaran City will conduct a *Writershop in Preparation of the SIP Cycle 4* on **June 27-28, 2019, Bohol Plaza Resort and Restaurant, Dayo Hill, Daus, Bohol**. The writershop will adopt the standards set by the School Effectiveness Division (SED)-BHRD in the development of the School Improvement Plan (SIP) and ensure efficiency in advocating and communicating the schools' situation, context and performance.

3. Participants are composed of 3 partakers per school namely: the school head, SIP writer and SBM Coordinator/School ICT Coordinator. Division Office participants are the following: Education Program Supervisors and the CI Team, SGOD Monitoring and Evaluation, and Division NEAP certified SIP Trainers. Said school participants are expected to bring the following:

- a) Duly accomplished SIP Annexes (soft or hard copies);
- b) Laptop and extension wires;
- c) 1 printer per school
- d) A4 Bond paper and Paper clip

4. A shuttle van will pick up all participants at Tagbilaran City Central Elementary School grounds on June 27, 2019 at 8:00 – 8:30AM going to the venue. Participants who cannot catch the scheduled pick up may go to the Bohol Plaza pick up station at St. Joseph Cathedral area, Tagbilaran City.
5. Expected outputs of this writeshop are printout 10-pager SIP Cycle 4 Output, and duly accomplished 12 sets SIP Annexes for Division appraisal and approval – all in hard copies.
6. Expenses relative to and in the conduct of this Writeshop in Preparation of the SIP Cycle 4 shall be charged to School and Division MOOE fund subject to the usual auditing rules and regulations. A registration fee of P1,500.00 per participants for 2-days shall be collected to defray expenses for the use of the venue and the food.
7. Wide dissemination and compliance of this memorandum is desired.



NERI C. OJASTRO, ED.D., CESE
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OIC, Office of the Schools Division Superintendent



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