



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Division of City Schools – City of Tagbilaran

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**Office of the Schools**  
**Division**  
**Superintendent**

DIVISION MEMORANDUM

No. *161*, s. 2023

May 8, 2023

**SCHOOL IMPROVEMENT PLANNING 2023-2025**

To: Assistant Schools Division Superintendent, OIC  
OIC Chiefs – CID & SGOD  
Education Program Supervisors – CID & SGOD  
Senior Education Program Specialist – M & E  
Education Program Specialist II – M & E  
Public Elementary and Secondary School Principals  
Assistant Principals and Head Teachers  
All Others Concerned

1. Consistent with the national educational policies, plans, and standards, the Division of Tagbilaran City under RA 9155 is tasked to chart development plans which embody the school & the community's vision of the future as well as the strategies and activities they want to undertake to attain that vision and enable schools to negotiate for development initiatives. This task is a vehicle through which the schools' division can effectively and efficiently manage education services in Tagbilaran City through School Improvement Planning. The plan should be carefully structured to focus on key goals and strategies that will lead the school to achieve its vision, mission, and core values.

It is in this light, that a two-day live-in School Improvement Planning will be conducted on May 25-26, 2023. The venue will be announced later.

2. The objective of the school improvement planning 2023-2025 is to craft a three-year plan for the schools in administering changes stipulated in the MATATAG Agenda which focuses on quality through strengthening programs in reading, numeracy, and socio-emotional learning in schools.



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3. Participants of this School Improvement Planning (SIP) 2023-2025 are as follows:

Division Office Participants	School Personnel Participants
1 Schools Division Superintendent 1 Asst Schools Div. Superintendent 11 - Education Program Supervisors - CID & SGOD 2 - SEPS and EPS II- M&E 2 - Secretariat (TCHS for HI & Nurse on Duty)	23 - School Principals 7 - Assistant Principals (1-Manga ES, 1-Cogon ES, 1- TCCES, & 3 DCPNHS) 13 - Head Teachers ( 1-Cogon HS, 1-City East, 1- Dampas, 1-Dao ES, 5 DCPNHS, 1- SINHS, 1-Manga NHS, 1- Mansasa NHS, 1 TCSHS)
----- <b>17 DO participants</b>	----- <b>43 School personnel participants</b>

3. Expenses relative to and in the conduct of the said activity shall be charged to Division MOOE for the division personnel participants. A registration amounting to **Four Thousand (P4,000.00) Pesos** shall be collected from all school personnel participants chargeable to the school MOOE Fund subject to the usual accounting and auditing rules and regulations.

4. Immediate and wide dissemination of this memorandum is desired.

*John Ariel A. Laguna* OIC 5/8/23  
 For: **WILFREDA D. BONGALOS, PhD CESOV**  
 Schools Division Superintendent *[Signature]*