



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

No. *396*, s. 2023

September 9, 2023

FINALIZATION OF THE SCHOOL IMPROVEMENT PLAN (SIP) DRAFTS

To: OIC-Assistant Schools Division Superintendent
Chiefs Education Program Supervisors
All Others Concerned

1. Stipulated in DepEd Order No. 44,s.2015, School Improvement Plan (SIP) is a roadmap that lays down the school's specific solutions to corresponding priority improvement. Further, pursuant to DepEd Order No. 44, s. 2022, schools shall craft SIP to improve key result areas in basic education..
2. Compliant to the DepEd Orders, this Office directs all public elementary and secondary schools to submit the final draft of their School Improvement Plan (SIP). **Finalization** and **presentation** of the SIP drafts are set on September 21 and 22, 2023. Additional inputs provided by the Division Appraisal Committee (DAC) shall be included in the final copy. **The Final SIP hard bound copy is due at the Division Office on October 2, 2023.** Venue of the finalization and presentation activities will be announced later
3. The activity aims to finalize SIP drafts for presentation and submission.
4. Participants to this activity are OIC- ASDS, Chiefs Education Program Supervisors, Education Program Supervisors, Public Elementary and Secondary School Principals, Assistant School Principals, School SIP Focal Person, HR SEPS and EPS II, M and E SEPS, ADAs II (Driver), Division Nurse.
5. Registration fee of Four Thousand Pesos (Php 4,000) shall be collected from the participants to cover meal, snacks and other incidental expenses relative to the conduct of the activity and shall be charged against Division Office Funds/ MOOE (for SDO participants) and School Funds/ MOOE (for participants from the school. Expenses relative to the conduct of the activity are subject to the usual accounting and auditing rules and regulations. Payments can be made in cash and in cheque to the DepEd Division of Tagbilaran City. Participants from the Schools are encouraged to pay the registration fee before the conduct of the activity.
7. Immediate dissemination of, and compliance with this Memorandum is directed.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/EQA Jr./MCC-SGOD/etc



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