



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. **477**, s. 2024

July 18, 2024

CORRIGENDUM AND ADDENDUM TO REGIONAL MEMORANDUM NO. 590, S. 2024
Re: Workshop on the Redevelopment of School Improvement Plan (SIP)

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Elementary & Secondary Principal Concerned

1. This Office, through the School Governance and Operation Division disseminates the content of Regional Memorandum No. 608, s. 2024. In reference to RM No. 590, s. 2024 titled: **Workshop on the Redevelopment of School Improvement Plan (SIP)**, the date and venue of the said activity scheduled on August 06-09, 2024, originally set at DepEd Ecotech Center, Sudlon, Lahug, Cebu City, have been moved and changed to August 2—23, 2024 to be held at Big Hotel, Mandaue Cebu.
2. The said changes were made relative to the recently issued advisory, "*Addendum to the Memorandum on the Rescheduling of the Cluster Training on Planning and Monitoring Technologies for Region V and VII*" from May 20-24, 2024 to August 05-09, 2024 with the same date of implementation and a similar set of participants from DepEd Region VII- PPRD and the counterpart SDOs.
3. In addition, Enclosure A or Activity Design of RM No. 59, s. 2024 is updated with an additional topic on Learning and Development Needs Assessment (LDNA) to be discussed by the invited resource person from the Human Resource Development Division (HRDD) and Enclosure B has also included some changes in the list of representatives from a few SDOs.
4. The check-in time will be Day 0 (August 20, 2024) at 2PM for PPRD Personnel and delegates from Negros Oriental and Siquijor and Day 01 (August 21, 2024) at 2PM for participants from Bohol and Cebu Islands SDOs while the check-out time shall be on Day 03 (August 23, 2024) at 12NN. First meal is Breakfast in Day 01 (August 21, 2024) and last meal is Lunch on Day 03 (August 23, 2024).
5. Furthermore, all participants of the said SIP workshop shall be granted Compensatory Overtime Credit (COC) equivalent to their attendance on a national holiday proclamation dated August 21, 2024, as they fulfill their roles and responsibilities in the said activity, subject to DepEd existing rules and regulations.
6. All other provisions in the previously issued Memorandum shall remain in force.
7. For queries and clarification, please contact the Policy, Planning, and Research Division (PPRD) loc. 734 or through email at pprd.ro7@deped.gov.ph
8. Immediate dissemination of and compliance with this Memorandum are directed.

For the SDS:


JOHN ARIEL A. LAGURA PhD
OIC-Assistant Schools Division Superintendent

WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent

WDB/EQA/SGOD/MCC/mapd



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Office of the Regional Director

6 JUL - 2024

REGIONAL MEMORANDUM

No. **608** s. 2024

CORRIGENDUM AND ADDENDUM TO REGIONAL MEMORANDUM NO. 590, s. 2024
Re: Workshop on the Redevelopment of School Improvement Plan (SIP)

To: Schools Division Superintendents
 All Others Concerned

- In reference to RM No. 590, s. 2024 titled: **Workshop on the Redevelopment of School Improvement Plan (SIP)**, the date and venue of the said activity scheduled on August 06-09, 2024, originally set at DepEd Ecotech Center, Sudlon, Lahug, Cebu City, have been moved and changed to August 20-23, 2024 to be held at Big Hotel, Mandaue Cebu.
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- The check-in time will be Day 0 (August 20, 2024) at 2PM for PPRD Personnel and delegates from Negros Oriental and Siquijor and Day 01 (August 21, 2024) at 2PM for participants from Bohol and Cebu Island SDOs while the check-out time shall be on Day 03 (August 23, 2024) at 12NN. First meal is Breakfast in Day 01 (August 21, 2024) and last meal is Lunch on Day 03 (August 23, 2024).
- Furthermore, all participants of the said SIP Workshop shall be granted Compensatory Overtime Credit (COC) equivalent to their attendance on a national holiday proclamation dated August 21, 2024, as they fulfill their roles and responsibilities in the said activity, subject to DepEd's existing rules and regulations.
- All other provisions in the previously issued Memorandum shall remain in force.
- For queries and clarification, please contact the Policy, Planning, and Research Division (PPRD) through email at pprd.ro7@deped.gov.ph or loc. 734.
- For strict compliance and immediate dissemination.

SALUSTIANO T. JIMENEZ EdD, JD, CESO V
 Director IV
 Regional Director

STJ/FYA/PPRD/BDT/smtc

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Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS

Enclosure A

ACTIVITY DESIGN

1. Activity Profile

Activity Title	WORKSHOP ON THE REDEVELOPMENT OF SCHOOL IMPROVEMENT PLAN
Activity Date Started	August 20, 2024
Activity Date Ended	August 23, 2024
Venue of Activity	Big Hotel, Mandaue Cebu
Participants	<p>SDOs:</p> <ol style="list-style-type: none"> 1. SDO SIP Coordinators 2. SDO SEPS-P&R/Division Research Coordinators 3. SDO Planning Officers (DPO III) 4. SDO SEPS-SMME <p>Schools:</p> <ol style="list-style-type: none"> 5. Elementary School Head (1 per SDO) 6. Secondary School Head (1 per SDO) <p>Regional Personnel:</p> <p>Regional Director Asst. Regional Director 7 PPRD Personnel <i>CES, PPRD</i> <i>EPSur</i> <i>RPOs III</i> <i>Stat I</i> <i>AO II</i> <i>EPS II</i></p>
Source of Funds	Regional MOOE/ Local Fund & Division MOOE/ Local Fund
PMIS Activity Code	AC-24-5711-GASS-011 (Capacity Building on School Improvement Plan)

2. Objectives

- 2.1 To orient participants on the new format and elements of the enhanced SIP.
- 2.2 To mainstream BEDP strategies and operationalize them in schools and CLCs.
- 2.3 To promote plan alignment and implementation arrangements across governance levels.
- 2.4 To guide the SDO Planning Team in organizing the actions need to be taken relative to the 2023-2028 SIPs.
- 2.5 To provide the necessary technical assistance to the school heads and planning teams in the preparation of the school educational plans, particularly in articulating learners performance and curricular concerns to improve learners' and teachers' performance and create and strengthen a school climate and learning environment that upholds the learners' rights and well-being in adherence to rights-based education.

3. Legal Bases

- 3.1. DepEd Order No. 24, s. 2022, "Adoption of the Basic Education Development Plan 2030"
- 3.2. Regional Education Development Plan (REDP)
- 3.3. Division Education Development Plan (DEDP)

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Department of Education
 REGION VII - CENTRAL VISAYAS

Matrix of Activities

WORKSHOP ON THE REDEVELOPMENT OF SCHOOL IMPROVEMENT PLAN			
August 20-23, 2024			
	Time	Activity	Locus of Control
Day 0	08:00 AM - 02:00 PM	PPRD Logistical Preparation PPRD Last Minute Preparations	PPRD Personnel
	02:00 - 05:00 PM	Check-in	PPRD Personnel
	06:00 - 08:00 AM	Registration	ESTHER JYIL B. ESPOS
	08:01 - 08:30 AM	OPENING PROGRAM Philippine National Anthem Prayer DepEd Quality Policy Statement Introduction of Participants Welcome Remarks Statement of Purpose Message Session Norms Overview of the Activity	AVP AVP SHEENA MAE T. COMIGHUD <i>EPS II</i> ADA G. DAYONDON <i>RPO III</i> BENJAMIN D. TIONGZON DPA <i>CES, PPRD</i> ATTY. FIEL Y. ALMENDRA <i>Asst. Regional Director</i> DIR. SALUSTIANO T. JIMENEZ <i>Regional Director</i> JESS MARLOWE C. LIBRE <i>RPO III</i> REY P. TAN PhD <i>EPSvr</i>
Day 1	08:30 AM-12:00 NN	WORKSHOP PROPER	
	08:30 - 09:30AM	Overview of the SIP New Format	
	09:30 - 10:30AM	Chapter 2: School's Current Situation	BENJAMIN D. TIONGZON DPA <i>CES, PPRD</i>
	10:30 - 12:00NN	Activity #1: School's Current Situation	
	12:00 - 01:00 PM	LUNCH	PPRD Staff
	01:00 - 01:10 PM	NAP BREAKER	
	01:10 - 01:30 PM	Polishing of Activity #1	JASMINE C. SARSABA MISAE G. BORGONIA <i>CES, HRDD</i> HELEN D. SABINO <i>EPSvr</i>
	01:30 - 03:30 PM	Learning and Development Needs Assessment (LDNA) School Situational Analyses SWOT Analysis Problem Tree Analysis	ADA G. DAYONDON SHEENA MAE T. COMIGHUD
	03:30 - 03:40 PM	HEALTH BREAK	
	03:40 - 05:00 PM	Chapter 3: Improvement Plan	BENJAMIN D. TIONGZON DPA <i>CES, PPRD</i>
OD	Officer of the Day		JASMINE C. SARSABA (Stat I)
Day 2	08:00 - 08:30 AM	Preliminaries/ MOL	
	08:30 - 10:30 AM	Activity 2: Improvement Plan	BENJAMIN D. TIONGZON DPA <i>CES, PPRD</i>
	10:30 - 12:00 NN	Chapter 4: Financial Plan <i>(Workshop cum Activity #3)</i>	REY P. TAN <i>EPSvr</i>
	12:00 - 01:00 PM	LUNCH	PPRD Staff
	01:00 - 02:30 PM	Chapter 5: School Monitoring and Evaluation <i>(Workshop cum Activity #4)</i>	ADA G. DAYONDON <i>RPO III</i>
	02:30 - 04:00 PM	Chapter 6: School Risk Management Plan <i>(Workshop cum Activity #5)</i>	BENJAMIN D. TIONGZON DPA <i>CES, PPRD</i>
	04:00 - 05:00 PM	Chapter 1: Rationale <i>(Workshop cum Activity #6)</i>	BENJAMIN D. TIONGZON DPA <i>CES, PPRD</i>

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	Time	Activity	Locus of Control
Day 3	Officer of the Day		SHEENA MAE T. COMIGHUD EPS II
	08:00 - 08:30 AM	Preliminaries/ MOL	ADA G. DAYONDON RPO III
	08:30 - 10:00 AM	Polishing and Consolidation of Outputs	BENJAMIN D. TIONGZON DPA CES, PPRD
	10:00 - 11:00 AM	Presentation of Outputs	PPRD Staff
	11:00 - 11:30 AM	Closing Program	PPRD Staff
	11:30 - 12:00 NN	Lunch	
	12:00 - 01:00 PM	Check Out	
	01:00 - 05:00 PM	Homeward Bound	
OD	Officer of the Day		ADA G. DAYONDON RPO III

4. Participants

	RO7 Personnel	SDO Personnel	School Personnel	Invited Resource Persons	Total
	9	67	41	2	119
TOTAL	9	67	41	2	119
GRAND TOTAL					119

5. Activity Resources

5.1. (To be prepared by PPRD RO7)

- 5.1.1. Training Tools and Equipment
 - 5.1.1.1. Projector
 - 5.1.1.2. Laptops
 - 5.1.1.3. Extension Wires
 - 5.1.1.4. Portable WIFI
 - 5.1.1.5. Printer with set of Inks
- 5.1.2. Activity Kit
 - 5.1.2.1. Training Kit
 - 5.1.2.1.1. Notebook
 - 5.1.2.1.2. Pencils / Ballpens
 - 5.1.2.1.3. Envelops
- 5.1.3. Activity Materials
 - 5.1.3.1. Attendance Sheets
 - 5.1.3.2. Masking Tapes
 - 5.1.3.3. 10 Long Envelops
 - 5.1.3.4. Certificate Holder
 - 5.1.3.5. Certificate of Recognition
 - 5.1.3.6. Certificate of Participation
 - 5.1.3.7. Certificate of Appearance
- 5.1.4. Activity Online Materials
 - 5.1.4.1. Link for Materials

5.2. (To be prepared by Participants)

- 5.2.1. Extension Wire
- 5.2.2. Laptop
- 5.2.3. Portable WIFI
- 5.2.4. Prework Activity Outputs

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 REGION VII – CENTRAL VISAYAS

Enclosure B

LIST OF PARTICIPANTS

SDOs	Name of Participants	Position/ Designation
SDO-Bais City	FLORANTE BACANG	DPO III/ SDO SIP Coordinator
	JOCELYN LUBA	EPSvr/ Research Coordinator
	GILBERT LAXINA, JR.	SEPS SMME
	DESIREE ANN GABLINES	Elementary School Head
	GROSELIE RAGAY	Secondary School Head
SDO-Bayawan City	FELIX JAMANDRON	PSDS/ SDO SIP Coordinator
	RUBY YPAROSA	SEPS P&R/ Research Coordinator
	CARLO GE MALBOG	Division Planning Officer III
	FRANCISCO TOMONG JR.	SEPS SMME
	JOHNYRIE EMPEYNADO	Elementary School Head
SDO-Bogo City	VICTORIANO JAUCULAN	Secondary School Head
	NENET A. TEROL	SEPS SMME/ SDO SIP Coordinator
	ALMIRA C. LEGARIA	DPO III/ Research Coordinator
	MILDRED A. LEPON	Elementary School Head
	CATHERINE M. LEPITEN	Secondary School Head
SDO-Bohol	LOPE S. HUBAC	SDO SIP Coordinator
	MA. MAULITTE YAP	DPO III/ Research Coordinator
	ELLIZABETH J. PIDO	SEPS SMME
	DIODORA GABITO	Elementary School Head
	MARY CHEL GARCIA	Secondary School Head
SDO-Canlaon City	JHONAS P. ABONDIENTE	SEPS SMME / SDO SIP Coordinator
	LESTER C. PABALINAS	EPSvr/ Research Coordinator
	KATHLEEN D. CABUGNASON	Division Planning Officer III
	LYNDON L. LACANGLACANG	Elementary School Head
	GWENDOLYN L. ANGANA	Secondary School Head
SDO-Carcar City	ROMMEL W. OTERO	SEPS P&R/ SIP Coordinator
	MA. KATRINA A. GANTUANGCO	Division Planning Officer III
	RHEA LIZA B. VALMORES	SEPS SMME
	RAMIL GEMOTA	Elementary School Head
	ARACELI G. JUARIO	Secondary School Head
SDO-Cebu City	JOHN PAUL D. LESONDATO	SEPS SMME/ SDO SIP Coordinator
	CHRISTOPHER D. VILLANUEVA JR.	SEPS P&R/ Research Coordinator
	MARILYN E. OPEÑA	Division Planning Officer III
	MADELIN B. TINAPAY	Elementary School Head
	CHARLIE L. SALVIE	Secondary School Head
SDO-Cebu Province	APPLE MAYE A. SUSVILLA-BARABAT	SEPS P&R/ SDO SIP Coordinator
	AGUSTINA R. ALBISO	Division Planning Officer III
	RODERIC T. GOLES	SEPS M&E
	FE BELYN B. ALGUNA	Elementary School Head
	CHRISTIAN RHEE A. BONGO	Secondary School Head
	EMMA OLANDRIA	Secondary School Head

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SDOs	Name of Participants	Position/ Designation
SDO-City of Naga	KYLE BRENT L. LARGO	<i>EPS II/ SDO SIP Coordinator</i>
	IVAN T. GUTAY	<i>Research Coordinator</i>
	REEMAN CLYDE N. MAÑACAP	<i>Division Planning Officer III</i>
	STEPHEN SAYSON	<i>Elementary School Head</i>
	KIM LAWIAN	<i>Secondary School Head</i>
SDO-Danao City	ARNOLD M. PEÑALOSA	<i>SDO SIP Coordinator</i>
	MARITES P. BANZON	<i>SEPS P&R/ Research Coordinator</i>
	MARY JANE C. TURA	<i>Division Planning Officer III</i>
	ROGER C. GIANGAN	<i>SEPS SMME</i>
	ALAN M. LAURO	<i>Elementary School Head</i>
SDO-Dumaguete City	VANGIE P. GABISAN	<i>Secondary School Head</i>
	LILYBETH P. ESTROSOS	<i>EPSvr/ SDO SIP Coordinator</i>
	JOSUA D. QUINIQUITO	<i>EPS II/ Research Coordinator</i>
	LUNEDI NALDOZA	<i>Division Planning Officer III</i>
	CHERRY LITA D. BULATA	<i>SEPS SMME</i>
SDO-Guihulngan City	EUDES BELTRAN	<i>Elementary School Head</i>
	CHINKY MAY PACULANANG	<i>Secondary School Head</i>
	JEROME P. ABSIN	<i>DPO III/ SDO SIP Coordinator</i>
	JOHN CARLO R. PEREZ	<i>SEPS SMME/ Research Coordinator</i>
	JUNE G. TINONAS	<i>Elementary School Head</i>
SDO-Lapu-Lapu City	CHRISTIAN EDU B. VILLEGAS	<i>Secondary School Head</i>
	RICAN G. MONTEJO	<i>SDO SIP Coordinator</i>
	MARIA MITZE B. ZAGALES	<i>SEPS P&R/ Research Coordinator</i>
	JOEL P. DUARTE	<i>Division Planning Officer III</i>
	MA. ISOLDE D. GASTA	<i>SEPS SMME</i>
SDO-Mandaue City	AIRENE A. GODINEZ	<i>Elementary School Head</i>
	LINA M. MAISO	<i>Secondary School Head</i>
	FE E. MAGALE	<i>SDO SIP Coordinator</i>
	IVY B. GODINEZ	<i>SEPS P&R/ Research Coordinator</i>
	MICHELLE M. ULGASAN	<i>Division Planning Officer III</i>
SDO-Negros Oriental	JUVY V. YOSORES	<i>SEPS SMME</i>
	ALMA J. BARDOQUILLO	<i>Elementary School Head</i>
	MARILOU P. MABANSAG	<i>Secondary School Head</i>
	RACHEL PICARDAL	<i>CES, SGOD</i>
	KARL CREDO	<i>DPO III/ SDO SIP Coordinator</i>
SDO-Siquijor	DAE P. HABALO	<i>SEPS P&R/ Research Coordinator</i>
	DENNIS CHARL F. ANDALAJAO	<i>SEPS SMME</i>
	ELVIRA DIONES	<i>Elementary School Head</i>
	JOELOU AGUIRRE	<i>Secondary School Head</i>
	MAC LLOYD JAMES JAYME	<i>TIC/ SDO SIP Coordinator</i>
SDO-Siquijor	VIVIAN Y. BOMEDIANO	<i>SEPS P&R/ Research Coordinator</i>
	KRISTINE R. KILAT	<i>Division Planning Officer III</i>
	RANDY T. ARGOTE	<i>SEPS SMME</i>
	JONIE CAGULA	<i>Teacher-in-Charge</i>
	KENNETH LLORENTE	<i>Teacher-in-Charge</i>

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SDOs	Name of Participants	Position/ Designation
SDO-Tagbilaran City	MA. ANTONETTE P. DUGANG	EPSvr/ SIP Coordinator/ Research Coordinator
	JUNICEL T. MANCHA	Division Planning Officer III
	ESTHER L. CAGAS	SEPS SMME
	JUANITA C. LAFUENTE	Elementary School Head
	JENELOU JOHN F. ISRAEL	Secondary School Head
SDO-Talisay City	ROSARIO DIOKO	CES, SGOD, Research Coordinator
	VIOLETA A. ARSOLON	EPSvr/ SDO SIP Coordinator
	MARK ELVIE RITA	Division Planning Officer III
	MARISSA D. PELONE	SEPS SMME
	WINESA C. VEROLA	Elementary School Head
	JONNABEL O. BENDEBEL	Secondary School Head
SDO-Tanjay City	JEFFREY T. SEVILLA	DPO III/ SIP Coordinator
	ABSOLITA Q. MIRA	Research Coordinator
	GRETCHEN R. YBARRITA	SEPS SMME
	JERYN R. TORRES	Elementary School Head
	RICHARD ACOJEDO	Secondary School Head
SDO-Toledo City	JANET R. ALQUEZA	EPSvr/ SIP Coordinator
	IRENE A. BARIQUIT	SEPS P&R Research Coordinator
	MARIBEL ZAMORA	Division Planning Officer III
	MARIA FE L. DIVERA	SEPS SMME
	MARIFE DELA CERNA	Elementary School Head
	GERARDO CORTES	Secondary School Head

ROVII	Name of Participants	Position/ Designation
ORDir	DIR. SALUSTIANO T. JIMENEZ	Regional Director
OARDir	ATTY. FIEL Y. ALMENDRA	Asst. Regional Director

ACTIVITY MANAGEMENT

FD	Name of Participants	Position/ Designation
PPRD & HRDD	BENJAMIN D. TIONGZON DPA	CES, PPRD Activity Manager
	JESS MARLOWE C. LIBRE	RPO III Asst. Activity Manager
	REY P. TAN PhD	EPSvr Program and Finance Coordinator
	BENJAMIN D. TIONGZON DPA	CES, PPRD
	MISAEAL G. BORGONIA	CES, HRDD
	HELEN D. SABINO	EPSvr, HRDD
	REY P. TAN	EPSvr, PPRD
	ADA G. DAYONDON	RPO III
	JASMINE C. SARSABA	Stat I
	ESTHER JYIL B. ESPOS	AO II
SHEENA MAE T. COMIGHUD	EPS II	

Policy, Planning, and Research Division
 Workshop on the Redevelopment of SIP 2024

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