



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet
Tel. No.- 422 6570
Email Add- benguet@deped.gov.ph



Document Code: SDO-BENG-QF-OSDS-
SDS-004

Revision: 00

Effectivity date: 09-03-2018

Division Memo No. 88_s. 2019

Name of Office:
SGOD-SMME

**To: Public Schools District Supervisors/Coordinating Principals
Elementary and Secondary Schools Heads**

From: MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

MAR 27 2019

NESTOR L. BOLAYO
Public Schools District Supervisor
OIC-Asst. Schools Division Superintendent

SUBJECT: TWO-DAY ORIENTATION-WORKSHOP ON THE eSIP PREPARATION for SY2019-2022

DATE: MARCH 25, 2019

1. The Enhanced-School Improvement Plan (eSIP) is a roadmap in bringing every school to the pedestal of excellence. All stakeholders are required to have a share in crafting the said eSIP which covers the three-year cycle of implementation.
2. Relative to this and pursuant to DepEd order no. 44, s.2015 known as Guidelines on eSIP process, this office will conduct the Orientation-Workshop on the preparation of Enhanced School Improvement Plan for 2019-2022 on April 22-23, 2019 (Batch 1) and April 24-25, 2019 (Batch 2). The venue to be announced later.
3. The activity which aims to
 - a. Provide those involved in school planning an evidence-based, systematic approach with the point of view of the learner as the starting point; and
 - b. Increase the participation and involvement of the community and other stakeholders in making the school a better place for learning.
4. Participants to this training-workshop are the Elementary and Secondary School Heads. School heads are requested to bring their laptops and copy of SIP, AIP, SRC, CI accomplishment Report and other necessary data for SIP development.
5. Attached herewith are the following enclosures for your reference;
 - a. Enclosure 1- Number of Participants per Batch
 - b. Enclosure 2- Training Matrix
 - c. Enclosure 3- Trainers/Facilitators & Training Staff
6. Wide dissemination and participation of all concerned to this activity is enjoined.

NUMBER OF PARTICIPANTS PER BATCH

Batch	District	Number of Participants	Date	VENUE
BATCH I	ATOK and BAKUN	24 + 33 = 57	April 22-23, 2019	TBA (Adivay Hall, BeNHS & CRSHS)
	BOKOD and SABLAN	41 + 16 = 57		
	KABAYAN and LA TRINIDAD	26 + 30 = 56		
	BUGUIAS	49		
	Total	219		
BATCH II	ITOGON I and ITOGON II	23 + 23 = 46	April 24-25, 2019	TBA (Adivay Hall, BeNHS & CRSHS)
	KAPANGAN and KIBUNGAN	31 + 27 = 58		
	TUBA and TUBLAY	21 + 39 = 60		
	MANKAYAN	44		
	Total	208		
		Grand total	427	

TWO-DAY DEEPENING OF ENHANCED SCHOOL IMPROVEMENT PLAN (SIP) PREPARATION

TRAINING MATRIX

BATCH 1: APRIL 22-23, 2019

BATCH 2: APRIL 24-25, 2019

TIME	ACTIVITY	OBJECTIVES	PERSON IN-CHARGE	OUTPUT/OUTCOME
DAY 1				
8:00-8:30	Arrival/Registration	Have the participants registered and settled		Participants were duly registered
8:30-9:00	Opening Program National Anthem Prayer Presentation of Participants Rationale and Welcome Message Message			Participants were set and ready for the day's activity
9:00-11:00	Updates on SIP Preparation	Update the participants on <ul style="list-style-type: none"> • Styleguide-a simple and straightforward template that will guide schools in writing SIP • Appraisal Process-the process that will guide the SDOs and schools in the appraisal of SIPs • Quality Assessment Tool-a standardized tool that will be used by the SDOs to assess the quality of the SIPs 		
11:00-12:00	SIP Deepening: ASSESS	Deepen participants' understanding on the processes of: <ol style="list-style-type: none"> a. Identifying/reviewing Priority Improvement Areas b. Analysing the Priority Improvement Areas 		Participants gained deeper understanding on the school improvement planning processes in the Assess Phase
12:00-1:00	LUNCH BREAK			
1:00-2:00	Write shop and Reporting: Columns 3-6 of the planning worksheet	Formulate at least 1 example of Priority Improvement Area per KRA and its corresponding General Objective, Root Cause/s and time frame		Participants were able to formulate and discuss at least 1 example of PIA per KRA and its corresponding general objective, root cause/s and time frame
2:00-3:00	SIP Deepening: PLAN	Strengthen participants capacity on <ul style="list-style-type: none"> • Reviewing general 		The participants manifested clear understanding of and

		objectives and targets	appreciation to the steps in the plan phase of the SI planning process by integrating key concepts in their strategic plans
3:00-4:00	Write shop and Reporting: Project Work Plan and Budget Matrix, AiP Preparation	<ul style="list-style-type: none"> • Formulating solutions • Developing project designs • Writing the SIP • Preparing the Annual Improvement plan • Prepare project work plan and budget matrix • Prepare annual implementation plan based on the identified priority improvement area 	
4:00-5:00	SIP Deepening: ACT	<p>Increase participants' level of understanding on:</p> <ul style="list-style-type: none"> • Testing the solution • Rolling out the solutions 	The participants recognized the significance of formulating appropriate solutions in addressing gaps
5:00-5:30	M&E: Checking progress of AIP	Analyse progress of AIP implementation	The participants gained deeper understanding on the importance of formulating monitoring scheme in checking progress of AIP implementation
DAY 2			
8:00-8:20	Arrival/registration	Have the participants registered and settled	Participants were duly registered
8:20-8:45	MOL		
8:45-9:15	Deepening: PPMP	Strengthen participants understanding on the specifications needed in the preparation of PPMP	The participants noted the important specifications needed in the preparation of PPMP
9:15-10:00	Writeshop & Reporting: PPMP	Prepare Project Procurement Management Plan based on the projects reflected in the AIP	The participants prepared project procurement management plan based on the projects reflected in the AIP
10:00-10:45	Deepening: APP	Deepen participants' understanding on the coherence of fiscal plans with the SIP/AIP	The participants manifested understanding of crafting fiscal plans coherent with the SIP/AIP
10:45-12:00	Writeshop & Reporting: APP	Prepare Annual Procurement Plan	The participants prepared annual procurement plan
12:00-1:00	LUNCH BREAK		
1:00-1:30	Walkthrough: SMEA vis-à-vis SIP	Update the participants on the processes of monitoring, evaluating and adjusting	The participants gained awareness on SMEA processes

1:30-3:30	<p>Workshop:</p> <p>a. Identifying PIAs in the SIP that are unimplemented/ need to be strengthened</p> <p>b. Reviewing/setting targets</p> <p>c. Formulating SIP, AIP, PPMP, APP based on the evaluation of the latest SIP/AIP</p>	<p>plans vis-à-vis SIP/AIP implementation</p> <p>Lead and facilitate participants' understanding on formulating SIP, AIP, PPMP, and APP based on the evaluation of the recent SIP and AIP</p>	<p>pertaining to SIP/AIP implementation</p> <p>Participants formulated SIP, AIP, PPMP, and APP based on the evaluation of the recent SIP and AIP</p>
3:30-4:30	<p>Presentation of output and critiquing</p>	<p>Present output to the plenary and gather inputs for refinement</p>	<p>Participants presented output and gathered significant inputs for improvement of plans</p>
4:30-4:45	<p>Submission of outputs</p>	<p>Submit hard copies of SIP, AIP, PPMP, APP</p>	<p>Participants produce workable and relevant development plans</p>
4:45-5:00	<p>Closing Program</p> <ul style="list-style-type: none"> • Distribution of Certificates • Closing Prayer 		<p>Identified school heads</p>

**DIVISION TRAINING-WORKSHOP ON ENHANCED SCHOOL IMPROVEMENT PLAN (SIP) PROCESS
TRAINERS/FACILITATORS & TRAINING STAFF**

CLASS 1		CLASS 2	
Trainers/ Facilitators	Virginia Basatan Georgina Ducaiso Remy Dum-ao Gina Panagan	Trainers/ Facilitators	Macarthy Malanes Winnie Freda Domerez Cristeta Igueldo Elmer R. Sagubo
Class Managers	Corazon Quipot Xylene Kinomis	Class Managers	Nerissa Barbosa Joven Agtani
CLASS 3		CLASS 4	
Trainers/ Facilitators	Warden Baltazar Sharon Angupa Vicenta Danigos Linda Tambic	Trainers/ Facilitators	Lucio B. Alawas Merlyn Conchita de Guzman Bivian Cuh-ing Anabel Baliag
Class Managers	May Claire Jirnenez Kenneth Kelcho	Class Managers	Jeanette Kiong Stephen Bulalin
QAME	Virginia V. Basatan Elmer R. Sagubo		
ICT	Eric Wanson, ITO		
NURSE	Arvin Doman, Jemma Basatan		
SECRETARIAT	Lester John Balagot Lizelle Lupante		