



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



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**Division Memo No. 142 s. 2019**

Name of Office:  
**SGOD-SMME**

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

*MW*

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

MAY 14 2019

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**SUBJECT: A. Guidelines for the Submission of Enhanced School Improvement Plan (eSIP)**  
**B. Division Appraisal Committee**  
**C. School Monitoring and Evaluation Team (SMET)**

**DATE: MAY 7, 2019**

1. Pursuant to R.A. 9155 known as Governance of basic Education Act of 2001, all schools are required to submit Enhanced SIP covering School Years 2019-2020 to 2021-2022 and AIP for 2019. AIP follows the calendar/fiscal year to ensure alignment of plans with school WFP, PPMP, and APP.
2. A copy of the eSIP must be submitted to the SDO on or Before May 31, 2019 to be appraised by the Division Appraisal Committee (DAC) before having it reproduced in four copies and soft bound following the specified colour. Printing of SIP/AIP is NOT back-to-back.

DISTRICT	COLOR	DISTRICT	COLOR
Atok	LIGHT BLUE	Kapangan	BROWN
Bakun	LIGHT GREEN	Kibungan	PURPLE
Bokod	PINK	La Trinidad	DARK BLUE
Buguias	ORANGE	Mankayan	DARK YELLOW
Itogon I	LIGHT YELLOW	Sablan	RED
Itogon II	WHITE	Tuba	DARK GREEN
Kabayan	GRAY	Tublay	MAROON

3. Endorsement Template to be attached to the SIP (see enclosure 1). Please include the school logo in the cover page (see enclosure 2).

4. Division Appraisal Committee (DAC)

Assistant Schools Division Superintendent	NESTOR L. BOLAYO		Chairman
SGOD-CES	LUCIO B. ALAWAS		Co-Chairman
CID-CES	RIZALYN GUZNIAN		Member
PSDS/CP			Member
Representative from Finance Division	Bookkeeper in charge of Clustered schools/non IUs *for IUs-bookkeeper/accountant in charged		Member
Div. SBM Coordinator	ELMER R. SAGUBO		Member
M&E Focal Person	VIRGINIA V. BASATAN		Member
Planning Officer	JEANNETTE KIONG		Member
*The facilitators during the eSIP orientation will help review eSIPs		District Assignment	
	REMY DUM-AO	Atok, Bakun, Tuba	Member
	GINA PANAGAN	and Tublay	Member
	WINNIE FREDA	Bokod, Sablan,	Member
	DOMEREZ	Kapangan, and	
	CRISTETA IGUALDO	Kibungan	Member
	SHARON ANGUPA	Kabayan, La	Member
	VICENTA DANIGOS	Trinidad, Itogon I	Member
	LINDA TAMBIC	and Itogon II	Member
	MERLYN CONCHITA DE GUZMAN	Buguias and Mankayan	Member
	BIVIAN CUH-ING		Member
	ANABEL BALIAG		Member

5. The schools shall organize the School Monitoring and Evaluation Team (SMET). It will also function as the School-Based Management Team.

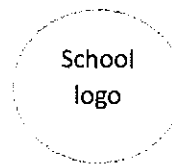
SMET Facilitators/SBM Team

- a. School Head-lead facilitator
  - b. Faculty President- asst. facilitator
  - c. Master Teacher (if none, prerogative of SH to choose among the teachers)
  - d. SGC/PTA President
6. A maximum of four (4) days service credit will be given to teachers who will be assisting in the preparation of eSIP (During Saturdays and/or Sundays and accumulated hours every after official time during weekdays). Daily time Record will be submitted as proof of attendance.
7. Wide dissemination and participation of all concerned to this activity is enjoined.

## Endorsement Template



Republic of the Philippines  
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**SCHOOLS DIVISION OF BENGUET**  
 (SCHOOL NAME)  
 (SCHOOL ADDRESS)



This 3-Year Enhanced School Improvement Plan (eSIP) of Name of School for SY 2019-2020 to SY 2021-2022 of is the collaborative effort of the School Planning Team (SPT). As such, the following respectfully endorse it to the Schools Division Superintendent for Acceptance.

## SCHOOL PLANNING TEAM

Name	Position/Designation	Signature
	School Head	
	Barangay Kagawad (Education Cmte. Chairman)	
	SGC/PTA Representative	
	Women's Association Representative	
	Teacher Secretariat	
	Teacher Representative	
	Faculty Club President	
	SSG/SPG President	
	<i>(you may add additional stakeholders if necessary)</i>	

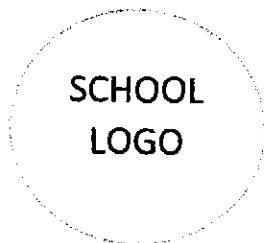
## APPRAISED:

## DIVISION APPRAISAL COMMITTEE

Name	Position/Designation	Signature
NESTOR L. BOLAYO	OIC, Office of the Assistant Schools Division Superintendent (Chairman)	
LUCIO B. ALAWAS	School Governance and Operations Division – Chief (Member)	
RIZALYN GUZNIAN	Curriculum and Instruction Division – Chief (Member)	
	Public Schools Division Supervisor/ Coordinating Principal (Member)	
Bookkeeper in charge of Clustered schools/non IUs	Finance Division Representative (Member)-please refer to DM no.37, s. 2019	
*for IUs-bookkeeper/accountant in charged		
ELMER R. SAGUBO	Division SBM Coordinator (Member)	
VIRGINIA V. BASATAN	M&E Focal Person (Member)	
JEANNETTE KIONG	Planning Officer (Member)	
	SIP Facilitator Representative	

## ACCEPTED:

MARIE CAROLYN B. VERANO, CESO VI  
 Schools Division Superintendent



**NAME OF SCHOOL**

**School ID**

**School Address**

***ENHANCED  
SCHOOL  
IMPROVEMENT  
PLAN***

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**School Year 2019-2022**