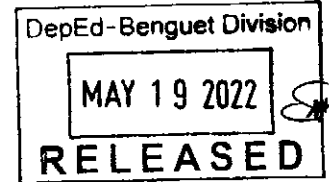




Republic of the Philippines
Department of Education
Schools Division of Benguet



May 17, 2022

DIVISION MEMORANDUM

No. 143, s2022

**FORMULATION OF SCHOOL IMPROVEMENT PLANS (SIP)
 SYs 2022-2023, 2023-2024, and 2024- 2025
 WITH ORIENTATION FOR DISTRICT HEADS, HEAD TEACHERS, SCHOOL PRINCIPALS,
 AND TICs WITH FIVE OR MORE TEACHERS**

TO: Public Schools District Supervisors & Coordinating Principals
 School Heads, Elementary and Secondary Public Schools
 All others concerned

1. Pursuant to Republic Act No. 9155 known as Governance of Basic Education Act of 2001, all school are required to submit their School Improvement Plans (SIP) for School Years 2022- 2025.
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4. A maximum of four (4) days service credits/ COCs will be given to school personnel who will assist in the preparation of the SIP during Saturdays/ Sundays and accumulated hours every after official time during weekdays. Daily Time Record will be submitted as proof of attendance.
5. The following will be the Resource Persons during the said event:

Resource Person		Topic
Group 1	Group 2	
Xylene Grail D. Kinomis	Stephen P. Bulalin	Preparatory Activities
Wilfred C. Bagsao	Francis F. Peckley	Phase I: Assess
Lucio B. Alawas	Macarthy B. Malanes	Phase II: Plan (including AIP)
Joven B. Agtani	Nerissa I. Barbosa	Phase III: Monitoring and Evaluation
Facilitator and Secretariat		
Rebecca Visaya	Elvernice Fanged	

6. A leveling-off meeting of the Resource Persons and facilitators will be conducted on April 23, 2022 at the Adivay Hall, SDO Benguet.
7. For guidance and compliance of all concerned.

GLORIA B. BUYA-AO
 Schools Division Superintendent



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
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Attachment I: Schedule of SIP Activities

Activities	Documentary Requirements	Suggested Time Frame	Person/ Unit Responsible
A. Preparatory Activities			
Orient school heads on SIP Styleguide, Appraisal Process, and Quality Assessment (QA) Tool	<ul style="list-style-type: none"> ARs, PR, DM, Attendance, Activity Report 	May 2022	SDO Benguet
Form the School Planning Team (SPT)	<ul style="list-style-type: none"> List of Members for the SPT with their representations 	May 2022	School Head Student/ Pupil representative Teacher representative Parent Representative BLGU representative Member of BDRRMC Member of School CPC
Convene the SPT for orientation, vision sharing, and scheduling - See ESIP Guidebook pages 4-10 for reference	<ul style="list-style-type: none"> Documentation of the Vision sharing activity, their aspirations for the school and learners and their insights on DepEd VM and Core Values List of SPT Roles and Responsibilities SPT Timelines 	May 2022	SPT Members
B. Assess			
a) School's Current Situation - Gather and organize the necessary data - School may also highlight their achievements in areas where they excel or perform highly, whether at the district, division, region, or national level.	<ul style="list-style-type: none"> Annex 1A- 2C: School- Community Data Template Child Mapping Tool (Annex 1B) Child Friendly School Survey (Annex 2A) Child Protection Policy Implementation Checklist (Annex 2B) School Watching Checklist and Hazard Map) Gap Analysis Template (Annex 3) 	May- June 2022	School head and selected team
b) School Priority Improvement Areas (PIA) - Use the 5-point scale ranking provided in the	<ul style="list-style-type: none"> Identifying PIA matrix (Annex 4) 	May- June 2022	



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ESIP Guidebook (page 13) - Align the PIAs in column 3 with the appropriate learning stages and intermediate outcomes (IOs) of the Planning Worksheet (Annex 5)			
c) General Objectives - Write the corresponding General Objectives in column 4 of the Planning Worksheet - Ensure that these are SMART and responsive to the PIAs	<ul style="list-style-type: none"> • Root Cause Analysis (Annex 8) • Planning Worksheet (Annex 5) 	June- July 2022	SPT Members
d) Planning Worksheet (Annex 5) - Write three to four sentences describing contents of the fully accomplished Planning Worksheet	<ul style="list-style-type: none"> • Target(s) for each objective statement, and identify it will happen in Year 1, Year 2, or Year 3 of the SIP cycle (columns 6th- 8th) <p><u>Note: Targets must be written in quantitative form</u></p>	June- July 2022	SPT Members
C. Plan			
a) Project Work Plan & Budget Matrix	<ul style="list-style-type: none"> • List of Solutions for the identified root causes • Project Work Plan and Budget Matrix (Annex 9) <ul style="list-style-type: none"> - One project workplan per solution which contains the following: problem statement, project objective statement, activities, output 	June- July 2022	SPT Members
b) Annual Implementation Plan for Year 1	<ul style="list-style-type: none"> • Annual Implementation Plan (Annex 10) • SRC 	June- July 2022	SPT Members
D. Monitoring and Evaluation			
Accomplish Monitoring Report Form indicating the schedules/ dates of monitoring	<ul style="list-style-type: none"> • Monitoring Report Form 	June- July 2022	SPT Members
E. Submission of SIP	<ul style="list-style-type: none"> • Draft SIP (for appraisal by Division Review and Evaluation Committee [DREC]) 	July 2022	SPT Members DREC





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	<ul style="list-style-type: none">• Submission of fully packaged SIP• SIP packaging forms and style:<ul style="list-style-type: none">- Printing: 1 side only/ not back-to-back- Font: Arial- Paper size: A4- Binding: Soft bound- Color Code (cover):<table data-bbox="571 667 949 1171"><thead><tr><th>District</th><th>Color</th></tr></thead><tbody><tr><td>Atok</td><td>Light Blue</td></tr><tr><td>Bakun</td><td>Light Green</td></tr><tr><td>Bokod</td><td>Pink</td></tr><tr><td>Buguias</td><td>Orange</td></tr><tr><td>Itogon 1</td><td>Light Yellow</td></tr><tr><td>Itogon 2</td><td>White</td></tr><tr><td>Kabayan</td><td>Gray</td></tr><tr><td>Kapangan</td><td>Brown</td></tr><tr><td>Kibungan</td><td>Purple</td></tr><tr><td>La Trinidad</td><td>Dark Blue</td></tr><tr><td>Mankayan</td><td>Dark Yellow</td></tr><tr><td>Sablan</td><td>Red</td></tr><tr><td>Tuba</td><td>Dark Green</td></tr><tr><td>Tublay</td><td>Maroon</td></tr></tbody></table>	District	Color	Atok	Light Blue	Bakun	Light Green	Bokod	Pink	Buguias	Orange	Itogon 1	Light Yellow	Itogon 2	White	Kabayan	Gray	Kapangan	Brown	Kibungan	Purple	La Trinidad	Dark Blue	Mankayan	Dark Yellow	Sablan	Red	Tuba	Dark Green	Tublay	Maroon	On or before August 1 2022	School Head
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Attachment 2: List of Participants

BATCH 1, May 26, 2022

Districts	PSDSes	HTs, Asst. Principals, Principals, TICs	Venue
Group 1			
Atok	Aladin Dobinto	Head Teachers I- VI, Assistants Principals, Principals 1-IV, and TICs of Schools with 5 or more Teachers	
Bakun	Virginia B. Salio-an		
Bokod	Emilyn E. Medina		
Group 2			
Buguias	Ludinia Sano-an	Head Teachers I- VI, Assistants Principals, Principals 1-IV, and TICs of Schools with 5 or more Teachers	
Itogon I	Nestor M. Asiong		
Itogon II	Juliet K. Baldo		
Kabayan	Marilyn Tolbe		

BATCH 2, May 27, 2022

Districts	PSDSes	HTs, Asst. Principals, Principals, TICs	Venue
Group 1			
Kapangan	Jonathan Sadey	Head Teachers I- VI, Assistants Principals, Principals 1-IV, and TICs of Schools with 5 or more Teachers	
Kapangan	Daniel Pascaden		
La Trinidad	Dela Rosa Delmas		
Group 2			
Mankayan	Marcelino Baldo	Head Teachers I- VI, Assistants Principals, Principals 1-IV, and TICs of Schools with 5 or more Teachers	
Sablan	Lilian T. Ulep		
Tuba	Melchor Tican		
Tublay	Simon Bacquian		



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Attachment 3: Program of Activities

SYs 2023- 2024, 2024- 2025, 2025-2026 SIP Orientation
May 26-27, 2022
Venue: TBI

PROGRAM OF ACTIVITIES

Time	Activity	Responsible Person
8:00am – 8:30am	Registration	
8:30am – 9:00am	Opening Program	
	Prayer	AVP
	Nationalistic Song	AVP
	Acknowledgement of Participants	Facilitator SEPS, P&R
	Message	Gloria B. Buya-ao Schools Division Superintendent
	Statement of Purpose	Lucio B. Alawas CES, SGOD
10:00- 11:00	Preparatory Activities	Xylene Grail Kinomis/ Stephen Bulalin
11:00- 12:00	Phase I: Assess	Wilfred C. Bagsao/ Warden Baltazar
12:00- 1:00	Lunch	
1:00- 2:00	Phase I: Assess (continuation)	Wilfred C. Bagsao/ Warden Baltazar
2:00- 4:00	Phase II: Plan	Lucio B. Alawas/ Macarthy B. Malanes
4:00- 5:00	Monitoring and Evaluation	Joven B. Agtani/ Nerissa I. Barbosa

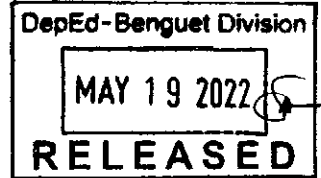


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