

January 18, 2016

DIVISION MEMORANDUM

No. 07 s. 2016

**DIVISION ROLL OUT ON THE ENHANCED SCHOOL IMPROVEMENT PLAN (SIP) PROCESS**


To: OIC - Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Curriculum Implementation Division and Schools Governance and Operations Division Personnel  
All Elementary and Secondary School Principals  
All Others Concerned

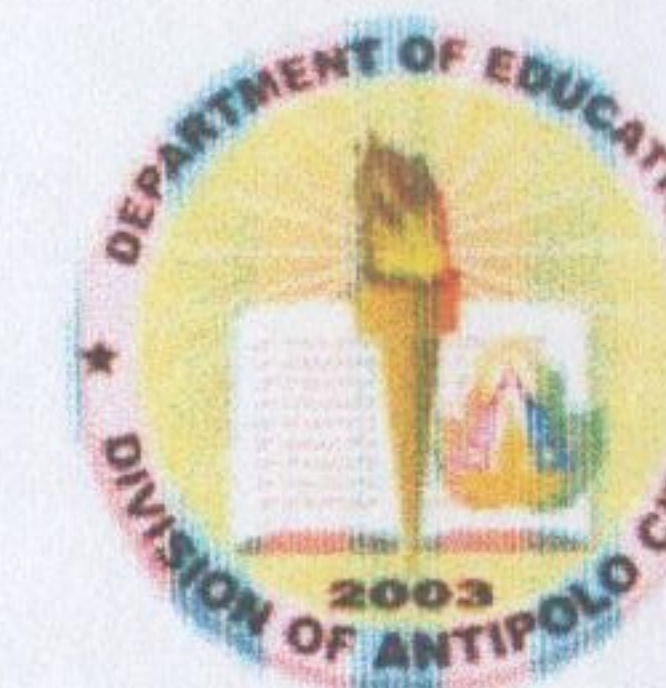
1. Pursuant to DepEd Order No. 44 s. 2015 "Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC)", the School Improvement Plan (SIP) and the School Report Card (SRC) are important elements of the Department of Education's (DepEd) School-Based Management (SBM) thrust. In the spirit of shared governance, the school with its stakeholders collaboratively prepares the SIP after a thorough analysis of their school and learner situation. Likewise, the SRC is vital in SBM for it serves as a communication and advocacy tool to inform the stakeholders of the school status and to encourage and inspire them to take an active role in planning, managing, and improving the school.

Enhancement of the school improvement process were made based on the comprehensive review of the 2009 SIP and the SRC, including consultations with various stakeholders. These enhancements build on the policies and processes already in place-strengthening the relationship between the SIP and SRC and harmonizing the planning process with the Continuous Improvement (CI) process making it more evidence-based, responsive, and systematic in approach that aids the school planning with their learner's perspective in mind.

It is with this view that DepEd Division of Antipolo City is directing its efforts towards helping the schools become more effective in achieving the key result areas and in implementing education reforms through the Enhanced School Improvement Plan (SIP) Process. In preparation for the implementation of SIP and SRC by 2016, a Division Clustered-Based Roll-Out will be conducted on January 20-22, 2016 at San Isidro Elementary School (Class A) and San Jose National High School (Class B).

2. The training aims to:
  1. orient participants on the procedural details in preparing the enhanced SIP and School Report Card (SRC) using SIP guidebook via evidence-based and systematic approach to help schools reach the goal of providing access to quality education;
  2. train the SPT on the enhanced SIP Process, and
  3. update current Annual Improvement Plan (AIP) and craft School Improvement Plan for SY 2016-2017.
3. Participants to this roll out are the Elementary and Secondary School Heads including their SBM and BEIS Coordinator. School Heads are requested to bring their copy of DepEd Order No. 44 s. 2015, SIP Guidebook, SIP, AIP, SRC, necessary data for SIP development and a laptop.
4. A registration fee of Php 1,000.00 will be charged each participant to defray expenses for food for 3 days, training kit and training materials. Such registration shall be charged against the School's MOOE Fund subject to the usual accounting and auditing rules and procedures.
5. Attached herewith are the following enclosures for your reference;
  - Enclosure 1 – List of Participants
  - Enclosure 2 – Trainers, Facilitators and Training Staff
  - Enclosure 3 – Indicative Training Matrix
  - Enclosure 4 – Working Committee
  - Enclosure 5 - Programme
6. Widest dissemination and participation of all concerned to this activity is enjoined.

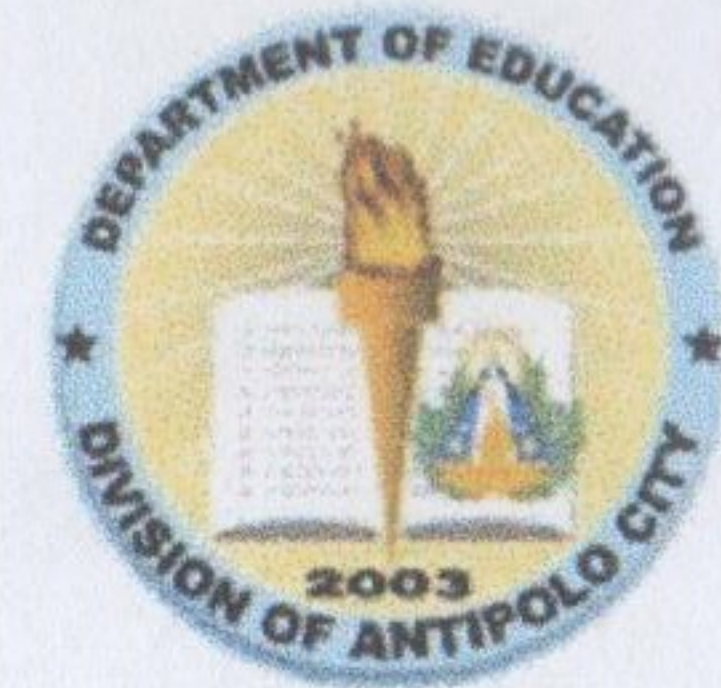
  
Dr. ROMMEL C. BAUTISTA, CESO VI  
Schools Division Superintendent



Enclosure 1 to Memorandum No. 07 S. 2016

**DIVISION ROLL OUT ON THE ENHANCED SCHOOL IMPROVEMENT PLAN (SIP) PROCESS  
 LIST OF PARTICIPANTS**

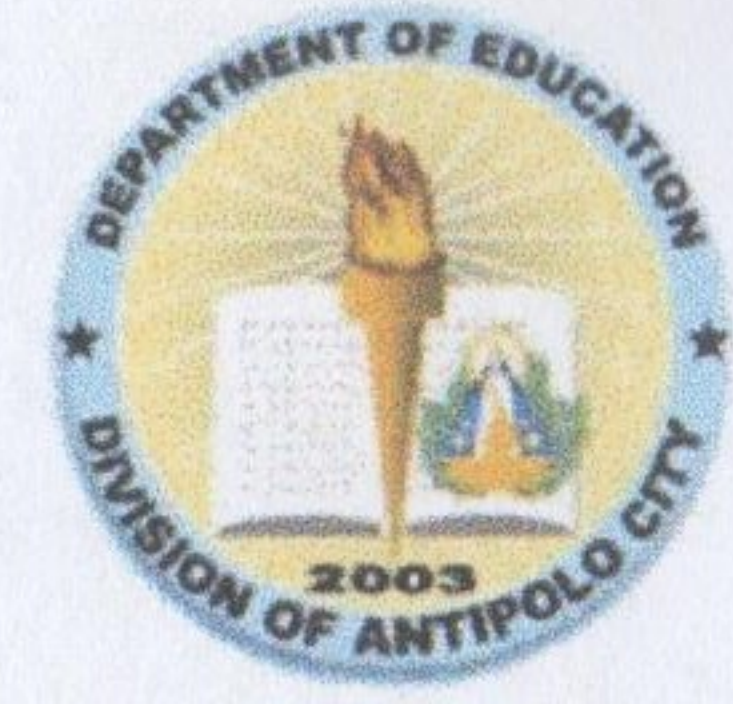
ELEMENTARY SCHOOLS Class A (96 participants)		SECONDARY/ELEMENTARY SCHOOLS Class B (96 participants)	
<b>District I-A,B,C</b> Bagong Nayon I ES Bagong Nayon II ES Bagong Nayon IV ES Antipolo City SPED Center Dela Paz ES San Isidro ES Sta. Cruz ES Mambugan I ES Mambugan II ES Mayamot ES Muntindilaw ES  <b>District II-A,B,C</b> Isaias S. Tapales ES Jesus S. Cabarrus ES Juan Sumulong ES San Antonio Village ES Cupang ES Cupang ES Annex Dalig ES Kaila ES Knights of Columbus ES Lores ES Nazarene Ville ES		<b>District I-A,B,C</b> Bagong Nayon II NHS Antipolo NHS ANHS-Dela Paz Ext. San Isidro NHS Mambugan NHS Mayamot NHS Muntindilaw NHS  <b>District II-A,B,C,D</b> San Jose NHS San Jose NHS-Dalig Ext. San Roque NHS Cupang NHS Marcelino M. Santos NHS Maximo LGMNHS Maximo LGMNHS-Boso-Boso Ext. San Juan NHS Antipolo NHS-Canumay Ext. Antipolo NHS-Kaysakat Ext. Calawis NHS Calawis NHS – Apia Ext. Maximo LGMNHS-Rizza Ext	
	Peñafrancia ES Peñafrancia ES Annex Teofila Z. Rovero MES Inuman ES Old Boso-boso ES Pantay ES Peace Village ES San Luis ES Sapinit ES Tanza ES		<b>District II-D (Elem.)</b> Apia/Paglitaw ES Binayoyo ES Calawis ES Canumay ES Kaysakat ES Libis ES Rizza ES San Joseph ES San Ysiro ES Sumilang ES Upper Kilingan ES Cabading ES (II-C)



Enclosure 2 to Memorandum No. 07 S. 2016

**DIVISION ROLL OUT ON THE ENHANCED SCHOOL IMPROVEMENT PLAN (SIP) PROCESS  
 TRAINERS, FACILITATORS AND TRAINING STAFF**

ELEMENTARY SCHOOLS	SECONDARY/ELEMENTARY SCHOOLS
Class A	Class B
<p><b>Lead Trainer:</b>            Mr. Anselmo C. Celeste, Jr., OIC-Chief, SGOD</p> <p><b>Trainers/ Facilitators:</b></p> <ol style="list-style-type: none"> <li>1. Mrs. Arlene L. Tayona, SEPS-HRD</li> <li>2. Dr. Mervin C. Tortoza, P-1, Mambugan I ES</li> <li>3. Mrs. Myra B. Villareal, PO III</li> <li>4. Ms. Gayle J. Malibiran, EPS-HRD</li> </ol>	<p><b>Lead Trainer:</b>            Mr. Lito A. Palomar, EPS-SGOD</p> <p><b>Trainers / Facilitators:</b></p> <ol style="list-style-type: none"> <li>1. Mrs. Isabel M. Gonzales, SEPS- M&amp;E</li> <li>2. Mr. Nimrod A. Tupas, P-I San Roque NHS</li> <li>3. Mr. Alfonso L. Abogado, SEPS-Planning &amp; Research</li> <li>4. Mr. Rizalvy S. Pineda, EPS-Soc. Mob.</li> </ol>
<p><b>Class/Program Managers:</b> Dr. Gloria A. Benedicto &amp; Mrs. Cynthia C. Quirong</p>	<p><b>Class/Program Manager:</b> Mrs. Victorina R. Yuson</p>
<p><b>QAME:</b> Mrs. Bernadette I. Berber</p>	<p><b>QAME:</b> Mrs. Melanie F. Burgonia</p>
<p><b>ICT:</b> Mr. Roy P. Benson</p>	<p><b>ICT:</b> Mr. Noel C. Meriño</p>
<p><b>Secretariat/Resource Manager:</b> Mr. Raymond P. Villaraza</p>	



Enclosure 3 to Memorandum No. 07 S. 2016

**INDICATIVE TRAINING MATRIX**  
**DIVISION ROLL OUT ON THE ENHANCED SCHOOL IMPROVEMENT PLAN (SIP) PROCESS**  
 January 20-22, 2016

Time	Day 1 (Jan. 20)	Day 2 (Jan. 21)	Day 3 (Jan. 22)
7:30 - 8:30	Registration	Registration	Registration
8:30 - 9:00	Opening Program	MOL	MOL
9:00 - 10:00	Expectation Setting Training Objectives/Schedule/Workshop Agreements	Identify PIAs	Propose Solutions and Projects
10:00 - 10:20	Break		
10:20 - 12:00	Why the Enhancements? What were Enhanced?	Set Objectives and Form the Project Team	Draft the SIP and AIP
12:00 - 1:00	Lunch Break	Lunch Break	Lunch Break
1:00 - 1:10	Energizer	Energizer	Energizer
1:10 - 3:10	Organize the SPT	Analyze the School Processes	Implement Proposed Solutions
3:10 - 3:30	Break	Break	Break
3:30 - 5:00	Convene and Orient SPT	Find the Root Causes of Problems	Communicate Progress
5:00 - 5:30	<b>CLOSING PROGRAM</b>		

Enclosure 4 to Memorandum No. 07 S. 2016

**EXECUTIVE COMMITTEE**

Chairperson: Dr. Rommel C. Bautista, CESO VI  
Schools Division Superintendent

Vice-Chairperson: Mrs. Doris DJ. Estalilla  
OIC-Asst. Schools Division Superintendent

**Members:**

Dr. Luisito F. Diego, Chief (CID)  
Anselmo C. Celeste, Jr., OIC-Chief (SGOD)  
Mr. Lito A. Palomar, EPS (SGOD)  
Mrs. Isabel M. Gonzales, SEPS-M&E (SGOD)  
Mrs. Arlene L. Tayona, SEPS-HRD (SGOD)  
Dr. Mervin C. Tortoza, Principal II Mambugan I ES  
Mr. Nimrod A. Tupas, Principal I San Roque NHS

**TECHNICAL WORKING COMMITTEE**

COMMITTEE	IN-CHARGE	TERMS OF REFERENCES
Registration/Supply and Materials	Mr. Raymond P. Villaraza Arlene Catalan	<ul style="list-style-type: none"> <li>In-charge of attendance</li> <li>Ensures that participants are registered</li> <li>Prepares registration/attendance sheets</li> <li>Prepares materials to be used during the training</li> </ul>
Program, Invitation and Certificates	Mrs. Jennie G. Casauay Mr. Albeno L. Del Monte	<ul style="list-style-type: none"> <li>Prepares certificates and programs and facilitates its distribution</li> <li>Facilitates the conduct of the opening program; serve as emcee</li> </ul>
Documentation	Ms. Gayle J. Malibiran Mrs. Flordeliza O. Mendiola	<ul style="list-style-type: none"> <li>Documents event for the roll-out and submit narrative and pictorial report</li> </ul>
Physical Arrangement and Stage Decoration/Accommodation	Mr. Rizalvy S. Pineda Dr. Corazon S. Laserna Mr. Tito A. Cabacaba	Prepare backdrop, tarpaulin and other decoration to be used during the roll out <ul style="list-style-type: none"> <li>Flag</li> <li>Plants</li> <li>Etc.</li> </ul>
Food and Refreshments	Mrs. Melanie F. Burgonia Mrs. Myla F. Tupas	<ul style="list-style-type: none"> <li>Oversees foods to be served for meals and snack and ensures that all attendees were able to have their share of the food</li> </ul>
Monitoring and Evaluation	Mrs. Flordeliza O. Mendiola Facilitators In-Charge	<ul style="list-style-type: none"> <li>Monitor the conduct of the training</li> <li>Administer monitoring and evaluation tool</li> </ul>

Enclosure 5 to Memorandum No. 07 s. 2016

**CLASS A: SAN ISIDRO ELEMENTARY SCHOOL**

Programme January 20, 2016 8:00-8:30 AM	CLOSING PROGRAM January 22, 2016 5:00 PM
<b>Part I Registration</b> <b>Part II Opening Program</b>	Pilipinas Kong Mahal <b>Dr. Romeo G. Rodriguez</b> Principal III, Mayamot ES
Philippine National Anthem <b>Mr. Lolito A. Makiramdam</b> EPS-MAPEH	Prayer <b>Mrs. Fely V. Aminoso</b> Principal IV, BN II ES
Prayer <b>Mrs. Myla F. Tupas</b> OIC, Health & Nutrition	Impression <b>Dr. Flora D. Cahapay</b> Principal IV, Bagong Nayon I
CALABARZON March Mabuhay Rizal Antipolo Hymn <b>Mr. Lolito A. Makiramdam</b>	ES Challenge <b>Dr. Rommel C. Bautista, CESO VI</b> Schools Division Superintendent
Opening Remarks <b>Dr. Gloria A. Benedicto</b> PSDS	Acceptance of Challenge <b>Dr. Ferdinand B. Millan</b> Principal IV, JSES
Presentation of Participants <b>Mrs. Cynthia C. Quirong</b> PSDS	Awarding of Certificates <b>Dr. Rommel C. Bautista</b> <b>Mrs. Doris DJ. Estalilla</b> <b>Mr. Anselmo C. Celeste, Jr.</b>
Inspirational Message <b>Dr. Rommel C. Bautista, CESO VI</b> Schools Division Superintendent	Closing Remarks <b>Mr. Anselmo C. Celeste, Jr.</b> OIC-Chief, SGOD
Statement of Purpose <b>Mr. Anselmo C. Celeste, Jr.</b> OIC-Chief SGOD	Closing Remarks <b>Mr. Anselmo C. Celeste, Jr.</b> OIC-Chief, SGOD
<b>Part III TRAINING PROPER</b>	
<p style="text-align: center;"><b>Ms. Gayle J. Malibiran</b> Lady of the Ceremony</p>	

**CLASS B: SAN JOSE NATIONAL HIGH SCHOOL**

<b>Programme</b> January 20, 2016 8:00-8:30 AM		<b>CLOSING PROGRAM</b> January 22, 2016 5:00 PM	
<b>Part 1 Registration</b>		Pilipinas Kong Mahal	<b>Mr. Michael T. Tayona</b> Principal II, MLGMNHS
<b>Part II Opening Program</b>			
Philippine National Anthem	<b>Mr. Arnel T. Buena</b> TIC, ANHS-Kaysakat Ext.	Prayer	<b>Dr. Rowena B. Sison</b> Principal II, Marcelino NHS
Prayer	<b>Mrs. Flordeliza O. Mendiola</b> EPS, M & E	Impression	<b>Dr. Corazon S. Laserna</b> Principal IV, San Jose NHS
CALABARZON March Mabuhay Rizal Antipolo Hymn	<b>Mr. Arnel T. Buena</b>	Challenge	<b>Dr. Rommel C. Bautista, CESO VI</b> Schools Division Superintendent
Opening Remarks	<b>Dr. Luisito F. Diego</b> Chief, CID	Acceptance of Challenge	<b>Dr. Jonathan P. Domingo</b> Principal I, San Juan NHS
Presentation of Participants	<b>Mrs. Victorina R. Yuson</b> PSDS	Awarding of Certificates	<b>Dr. Rommel C. Bautista</b> <b>Mrs. Doris DJ. Estalilla</b> <b>Dr. Luisito F. Diego</b>
Inspirational Message	<b>Dr. Rommel C. Bautista, CESO VI</b> Schools Division Superintendent	Closing Remarks	<b>Mrs. Isabel M. Gonzales</b> SEPS – M & E
Statement of Purpose	<b>Mr. Lito A. Palomar</b> EPS, SGOD		
<b>Part III TRAINING PROPER</b>			
<b>Mr. Albeno L. Del Monte, Jr.</b> Master of the Ceremony			