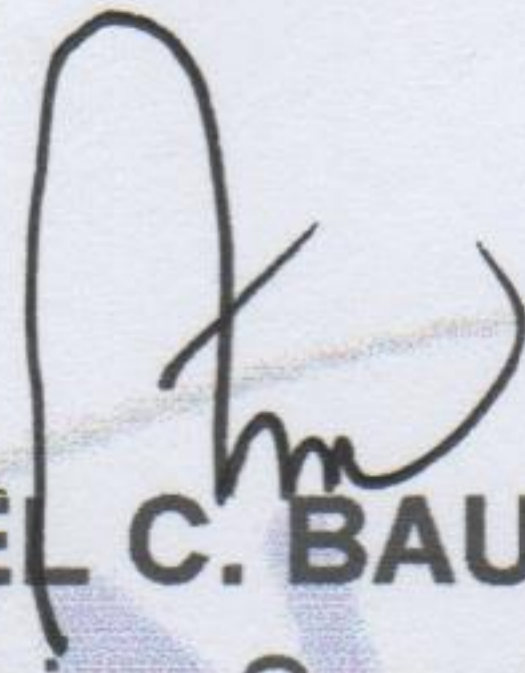


MEMORANDUM

TO : OIC- Assistant Schools Division Superintendent
Public Schools District Supervisors
All Elementary and Secondary School Principals
All Others Concerned

FROM :  **DR. ROMMEL C. BAUTISTA, CESO/VI**
Schools Division Superintendent

SUBJECT : **PRE-REQUISITE ON SCHOOL IMPROVEMENT PLANNING (SIP) PROCESS ROLL-OUT**

DATE : January 7, 2016

With reference to DepEd Order No. 44, s.2015 " Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC)", this office requests all elementary and secondary school heads to start accomplishing the forms/templates included in the annexes of the School Improvement Plan (SIP) Guidebook in preparation for the SIP Roll-Out to be conducted on January 20-22, 2016. Kindly refer to pages 4-6 of the Guidebook for the Preparatory Activities on SIP Development.

To facilitate the smooth conduct of the roll-out, the following personnel will be part of the training staff as trainer/facilitator, class manager, QAME, ICT, secretariat/resource manager;

Trainer/Facilitator	Mr. Anselmo C. Celeste, Jr. Mr. Lito A. Palomar Mrs. Isabel M. Gonzales Mrs. Arlene L. Tayona Dr. Mervin C. Tortoza Mr. Nimrod C. Tupas Mr. Alfonso L. Abogado Mrs. Myra B. Villareal Ms. Gayle J. Malibiran Mr. Rizalvy S. Pineda
Class Manager (CM)	Mrs. Cynthia C. Quirong Mrs. Victorina R. Yuson Dr. Gloria A. Benedicto
QAME	Mrs. Bernadette I. Berber Mrs. Melanie F. Burgonia
ICT	Mr. Roy P. Benson Mr. Noel C. Meriño
Secretariat/Resource Manager	Mr. Raymond P. Villaraza

A pre-activity meeting of the training staff will be held at the Division Conference Hall on January 11, 2016 at 9:00 AM.

Immediate and wide dissemination of this memorandum is earnestly desired.