



**DIVISION MEMORANDUM**

No. 360 s. 2018

To: Public Elementary School Heads  
Public Secondary School Heads

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**  
OIC, Schools Division Superintendent *JDS*

Subject: Submission of SIP 2019-2022, AIP 2019-2020 and APP 2019-2020

Date: November 5, 2018

1. Pursuant to DepEd Order No.44, s. 2018 *re Guidelines on the Enhanced School Improvement Plan Process and the School Report Card*, you are hereby directed to submit your school's SIP 2019-2022, AIP 2019-2020 and APP 2019-2020 for checking and approval on November 15, 2018, 8:00 A.M. at LRMS Conference Room, El Salvador City Division.
2. The School Improvement Plan 2019-2022 must contain the following:
  - a. School Report Card
  - b. School-Community Data
  - c. Child-Mapping
  - d. Child-friendly School Survey
  - e. Child-Protection Policy Implementation
  - f. Student-led School Watching and Hazard Mapping
  - g. Gap Analysis
  - h. Priority Improvement Areas
  - i. Planning Worksheet
  - j. Root Cause Analysis
  - k. Project Work Plan and Budget Matrix
  - l. Annual Implementation Plan (AIP) 2019-2020
  - m. Annual Procurement Plan (APP) 2019-2020
3. Further, the SIP must be properly tabbed and must have a table of contents for easy identification of its components.
4. For information, guidance and strict compliance.