



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

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November 24, 2020

DIVISION MEMORANDUM  
No. 295, s. 2020

**SEMINAR-WORKSHOP ON THE CRAFTING OF SCHOOL IMPROVEMENT  
PLAN (SIP) 2021-2023 AND SCHOOL ANNUAL IMPLEMENTATION  
PLAN (AIP) 2021**

To: Asst. Schools Division Superintendent  
Division Chiefs  
Education Program Supervisors  
Section Heads  
All Public Elementary & Secondary School Heads  
This Division

1. Pursuant to Republic Act No. 9155 known as the *Governance of Basic Education Act of 2001*, which aims to strengthen School-Based Management (SBM) by further devolving the governance of education to schools, empowering schools through an enhanced school planning and communication process, this Office thru School Governance and Operations Division (SGOD) will conduct a **Seminar-Workshop on the Crafting of School Improvement Plan 2021-2023 and AIP 2021** on December 9-10, 2020 at McDonalds, PSB, El Salvador City.
2. This activity aims to ensure a clear alignment of the School Improvement Plan (SIP) to the Division Education Development Plan (DEDP) and to enable schools to craft a School Improvement Plan (SIP) for 2021-2023 and AIP 2021.
3. Participants to this activity is found in the Enclosure No. 1 List of Participants (*Please see attached Enclosure*). Please be reminded that **NO PROXY/REPRESENTATIVE IS ALLOWED**.
4. For the Workshop, all schools are required to bring the following: SIP 2020-2022 (signed), AIP 2020 (signed), Approved BE-LCP, School Report



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**Enclosure 1. List of Participants**

| <b>PARTICIPANTS</b>   | <b>QUANTITY</b> |
|---|-----------------|
| School Heads <ul style="list-style-type: none"><li>• Elementary 16</li><li>• Junior High School 8</li><li>• Senior High School 3</li></ul>  | 27              |
| School Planning Team Member (1 per school)<br><i>Note: Those involved in the crafting of the previous SIP</i>   | 23              |
| SGOD <ul style="list-style-type: none"><li>• Chief Education Supervisor</li><li>• Medical Officer III</li><li>• SEPS SMME</li><li>• EPS II SMME</li><li>• SEPS HRD</li></ul> <i>Note: PO III and EPS HRD are included in the SHS School Heads</i> | 5               |
| CID <ul style="list-style-type: none"><li>• Chief Education Supervisor</li><li>• Margie R. Valmorla, PhD - EPS (SIP Consultant)</li></ul>   | 2               |
| <b>Office of the Schools Division Superintendent:</b> <ul style="list-style-type: none"><li>• SDS</li><li>• ASDS</li><li>• AO V</li><li>• Accountant</li><li>• Budget Officer</li><li>• ITO I</li><li>• HRMO II</li></ul>                         | 7               |
| <b>Secretariat:</b> <ul style="list-style-type: none"><li>• Jenice Mae N. Lolo</li><li>• Eulita M. Castillo</li></ul>   | 2               |
| Medical Responder   | 1               |
| <b>Total</b>  | <b>67</b>       |

