



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

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January 18, 2021

DIVISION MEMORANDUM  
No. 011, s. 2021

**SUBMISSION 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 devolving the governance of education to schools, empowering schools through an enhanced school planning and communication process, this Office hereby directs all schools to submit their **School Improvement Plan 2021-2023 and Annual Improvement Plan (AIP) 2021** on or before **January 25, 2021**.
2. School Heads are hereby directed to use the Style Guide (DepEd Order No. 44, s. 2015) as basis of the SIP Template. Please refer to the following links for reference [bit.ly/QAToolandStyleguide](http://bit.ly/QAToolandStyleguide) and [bit.ly/SIPVideos](http://bit.ly/SIPVideos).
3. The submission shall be done online thru this email address [sgod.elsalvadorcity@deped.gov.ph](mailto:sgod.elsalvadorcity@deped.gov.ph). Please be reminded to submit the above-mentioned document in a portable data format – pdf only.
4. Attached is the Process Flow of the checking of the submitted School Improvement Plan (SIP) and Annual Implementation Plan (AIP) by the Division Appraisal Committee (DepEd Order No. 44, s. 2015).



Address: Zone 3, Poblacion, El Salvador City  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
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5. The composition of the Division Appraisal Committee are as follows:

- Chairperson: **Olga C. Alonsabe, PhD, CESE**  
Schools Division Superintendent
- Vice-Chair: **Alicia E. Anghay, PhD, CESE**  
Asst. Schools Division Superintendent
- Members: Rolly B. Labis, EdD - CES, SGOD  
Ninian A. Alcasid, PhD - CES, CID  
Kevin B. Asequia, Planning Officer III  
Maricris P. Quismundo, SEPS SMME  
Anna Mae M. Atillo, HRMO III  
Maricel B. Jangao, CPA – Accountant  
Stephanie P. Saligumba, CPA – Budget Officer

6. The members of the Appraisal Committee shall check the alignment, accuracy and consistency of the SIP and AIP and shall focus on the areas related to their office functions. They shall also provide Technical Assistance to the schools in case there is a need to revise/improve the submitted documents.
7. The checking of the submitted SIPs shall be done from **January 26-29, 2021**. The online access to the submitted SIPs and the link for the Online Tracker shall be sent to the member's individual deped email account.
8. Further, Schools Heads are advised to monitor the progress of their submission thru this link <https://tinyurl.com/SIPTracker2021>.
9. For questions and clarifications, you may contact **Maricris P. Quismundo**, SEPS SMME in School Governance and Operations Division thru this email address [sgod.elsalvadorcity@deped.gov.ph](mailto:sgod.elsalvadorcity@deped.gov.ph).
10. For information, guidance and strict compliance.

**OLGA C. ALONSABE, PhD., CESE**  
Asst. Schools Division Superintendent  
OIC-Office of the Schools Division Superintende

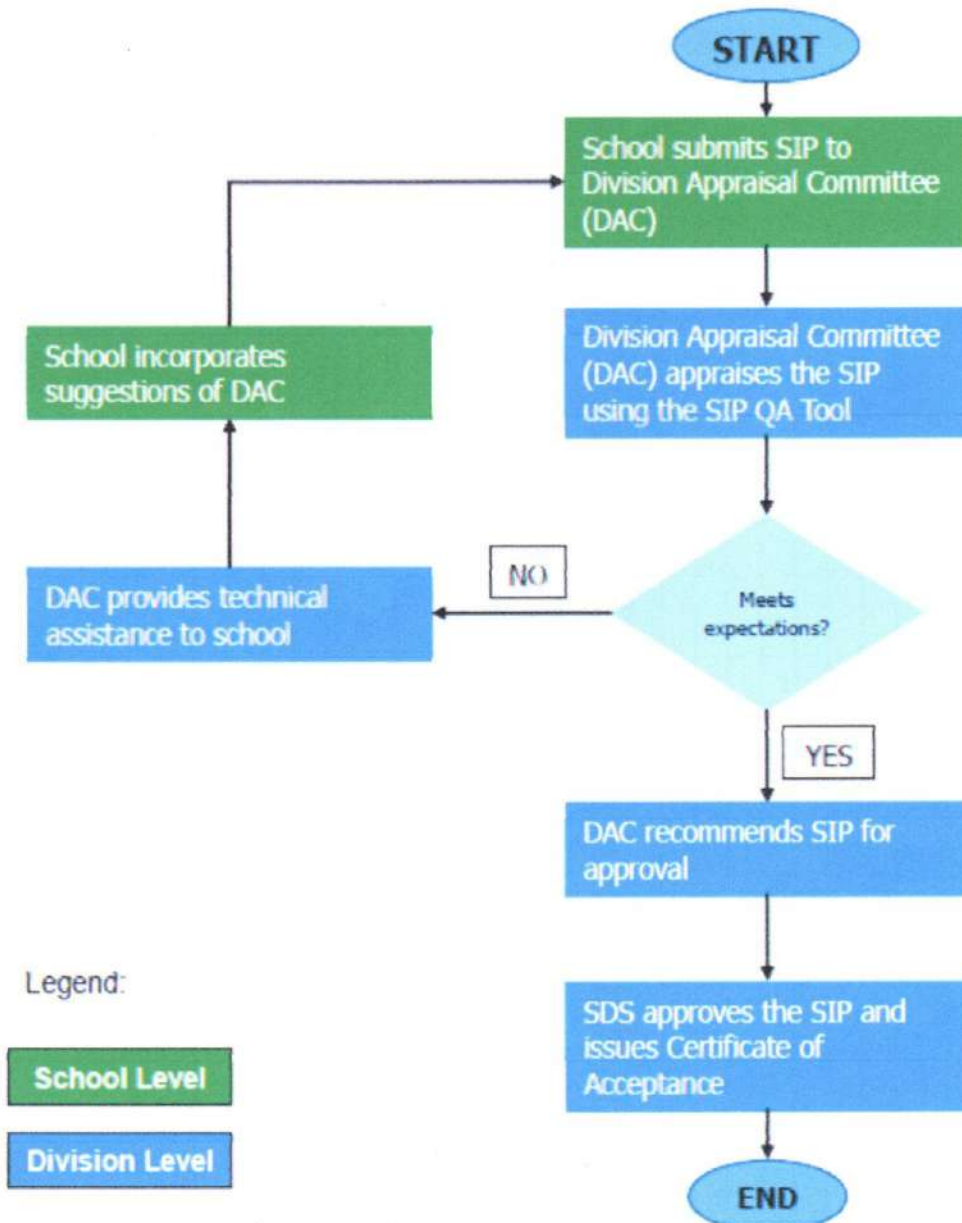




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**SIP Appraisal Process Flow**

Reference: DepEd Order No. 44, s. 2015 Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC)





**ONLINE TRACKER FOR THE SIP 2021-2023 AND AIP 2021 SUBMISSION**

Schools	Division SIP and AIP Appraisal Committee										Final Remarks	
	SMME Section	Planning Section	Personnel Section	Accounting	Budget	CID Chief	SGOD Chief	ASDS	SDS			
<b>Elementary</b>												
1	Amoros ES											
2	Bolisong ES											
3	Cogon ES											
4	ECCS											
5	Himaya ES											
6	Hinigdaan ES											
7	Kibonbon ES											
8	MCS											
9	PSB ES											
10	Sambulawan ES											
11	SFDA ES											
12	Sinaloc ES											
13	Taytay ES											
14	Ulatiman ES											
<b>Integrated School</b>												
1	Kalabayabay IS											
<b>Secondary</b>												
1	Cogon NHS											
2	ECNHS											
3	Himaya NHS											
4	Hinigdaan NHS											
5	MNHS											
6	SFDA NHS											
7	Sambulawan NHS											
8	Sinaloc NHS											

**Notes:**

1. Division Appraisal Committee members will indicate their remarks after checking the submitted SIP and AIP.
2. School Heads are given access (view only) to this sheet for them to check the progress of their submission.
3. Appropriate / applicable restrictions are implemented to ensure security of information.
4. Date and Time of Submission shall be based on the actual email Timestamp.
5. Schools with no submission after the cut-off date will be highlighted with "Red" for emphasis.