



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


October 11, 2021

DIVISION MEMORANDUM
No. 402 s. 2021

REMINDERS ON THE COMPLIANCE OF SCHOOL IMPROVEMENT PLAN (SIP) 2021-2023 AND SCHOOL ANNUAL IMPLEMENTATION PLAN (AIP) 2021 BEFORE ITS FINAL PRINTING

To: Asst. Schools Division Superintendent
Division Chiefs
Division Appraisal Committee for SIP
All Public Elementary & Secondary School Heads
This Division

1. Relative to the Division Memorandum No. 011, s. 2021 *Re: Submission of School Improvement Plan (SIP) 2021-2023 and School Annual Implementation Plan (AIP) 2021*, this Office hereby reminds all schools to comply the requirements stipulated by the Division Appraisal Committee for the SIP thru this link <https://tinyurl.com/SIPTracker2021>.
2. Schools with indicated remarks “For Final Printing” are hereby directed to print the copy of their SIP for the SDS signature.
3. Further, this initiative shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. For information, guidance, and strict compliance.


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

SGOD/SMME-mpq



Address: Zone 3, Poblacion, El Salvador City
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Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

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** and **bit.ly/SIPVideos**.
3. The submission shall be done online thru this email address **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).



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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.

10. For information, guidance and strict compliance.

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

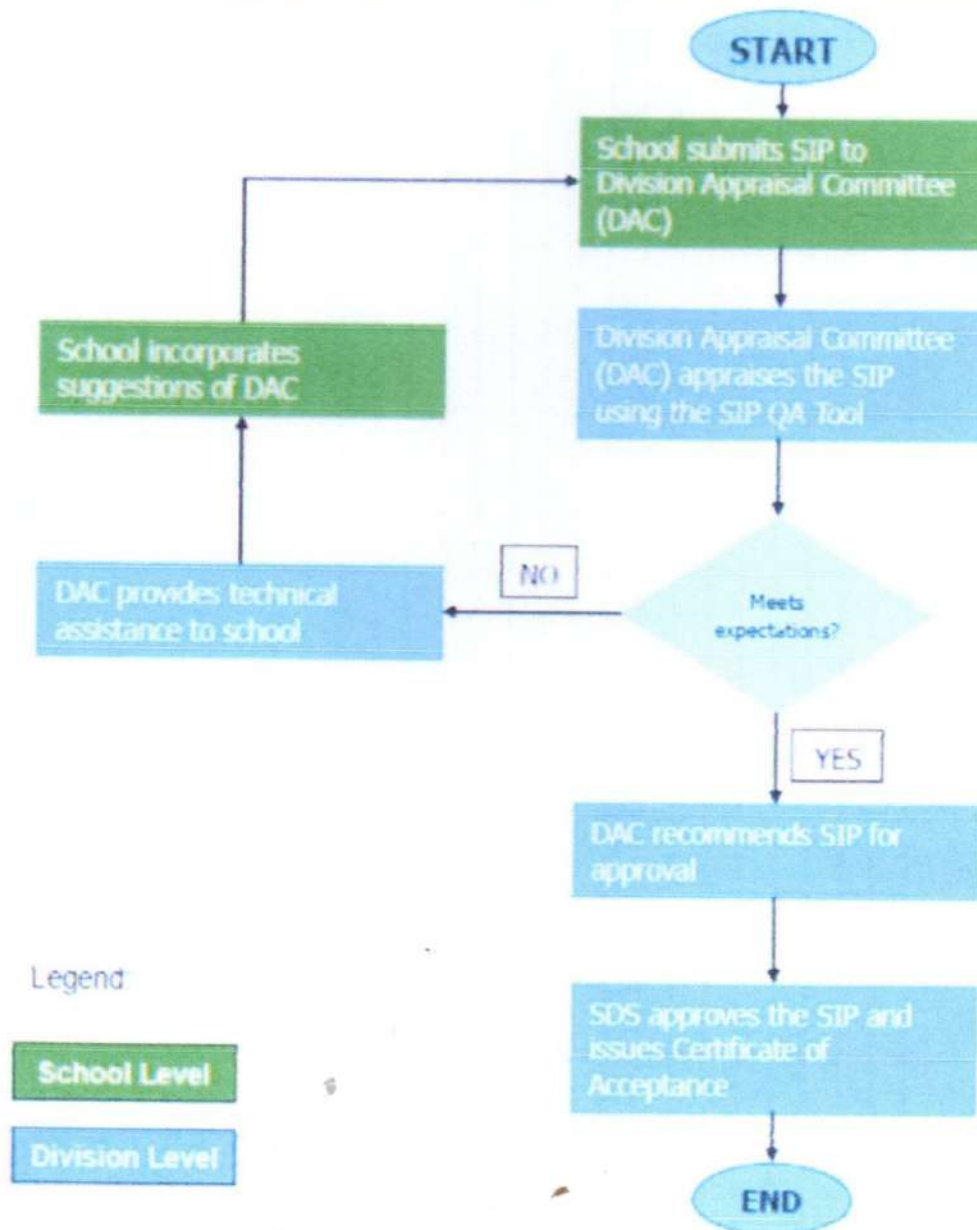




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SIP Appraisal Process Flow

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									
	SMME Section	Planning Section	Personnel Section	Accounting	Budget	CID Chief	SGOD Chief	ASDS	SOS	Final Remarks
Elementary										
1	Amoros ES									
2	Bolisong ES									
3	Cogon ES									
4	ECCS									
5	Himaya ES									
6	Hingdaan ES									
7	Kibonbon ES									
8	MCS									
9	PSB ES									
10	Sambulawan ES									
11	SFDA ES									
12	Sinaloc ES									
13	Taytay ES									
14	Utaliman ES									
Integrated School										
1	Kalabayabay IS									
Secondary										
1	Cogon NHS									
2	ECNHS									
3	Himaya NHS									
4	Hingdaan 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.