



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

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**Office of the Schools Division Superintendent**

**February 8, 2023**

DIVISION MEMORANDUM  
No. 072, s. 2023

**REVIEW, CRAFTING, PRESENTATION AND SUBMISSION OF SCHOOL  
IMPROVEMENT PLAN (SIP) FOR SY 2023-2025**

To: Assistant Schools Division Superintendent  
SGOD & CID Chiefs  
EPSVR, SGOD  
Planning Officer III  
SEPS, SMME & HRD  
Medical Officer III  
Division Nurse  
Division Accountant III  
Budget Officer III  
PDO I & II (Youth Formation & DRRM)  
Elementary & Secondary School Heads  
**This Division**

1. In line with the implementation of new the 6-Year Division Education Development Plan (DEDP), the schools are hereby directed to attend the two (2) phase activity relating to SIP review, crafting, presentation and submission on February 22-24, 2023 and March 2-3, 2023 respectively. **(Please see Enclosures 1, 2 & 3.)**
2. Prior to the indicated dates of activities, the school planning team through the school heads are encouraged to review their SIP's particularly the programs, projects, and activities to determine their responsive, relevance and applicability to the present educational situation of the school.
3. Hence, review and reference materials are provided through this link, <http://bit.ly/QAToolandStyleguide> and [bit.ly/SIPVideos](http://bit.ly/SIPVideos)






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4. This Office adheres to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
  
5. Immediate and wide dissemination of this Memorandum is desired.

**VICTOR G. DE GRACIA JR., PhD, CESO V**  
Assistant Regional Director / Concurrent SDS  
*2/2/23* 

To be indicated in the Perpetual Index  
Under the following subjects:

SCHOOL IMPROVEMENT PLAN





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ENCLOSURE 1. SCHEDULE OF ACTIVITIES FOR THE REVIEW AND CRAFTING OF THE SCHOOL IMPROVEMENT PLAN (SIP) SY 2023-2025

Date	Time	Activity	Participant	Facilitator/ In-Charge	
FEBRUARY 22, 2023	8:00AM-8:20 AM	Opening/Preliminaries		PLANNING SMME SECTION & OTHER IDENTIFIED PROGRAM HOLDERS	
	8:20AM-8:30AM	Roll Call of Attendance & Overview of the Activity	<ul style="list-style-type: none"> <li>• SDS</li> <li>• ASDS</li> <li>• SGOD CHIEF</li> </ul>		
	8:30AM-9:30AM	Overview of the Division Education Development Plan 2023-2028 and presentation of targets for Key Performance Indicators	<ul style="list-style-type: none"> <li>• CID CHIEF</li> <li>• PLANNING OFFICER III</li> <li>• SEPS-SMME</li> </ul>		
	9:30AM-10:30AM		<ul style="list-style-type: none"> <li>• SEPS-HRD</li> <li>• BUDGET OFFICER III</li> <li>• DIVISION ACOCUNTANT</li> </ul>		
	10:30AM-11:30NN				
	11:30am-12:00 NN				
	12:00NN-1:00PM	Noon Break/Lunch			
	1:00PM-2:00PM	Review of the School Improvement Plan & its corresponding attachments	<ul style="list-style-type: none"> <li>• MEDICAL OFFICER</li> <li>• EPSVR-SGOD</li> <li>• 26 SCHOOL HEADS</li> </ul>		
	2:00PM-3:00PM				
	3:00PM-4:00PM				
4:00PM-5:00PM					
FEBRUARY 23, 2023	8:00AM-8:20 AM	MOL	<ul style="list-style-type: none"> <li>• SDS</li> <li>• ASDS</li> <li>• SGOD CHIEF</li> </ul>	PLANNING SMME SECTION & OTHER IDENTIFIED PROGRAM HOLDERS	
	8:20AM-8:30AM	Roll Call of Attendance & Overview of the Activity	<ul style="list-style-type: none"> <li>• CID CHIEF</li> <li>• PLANNING OFFICER III</li> </ul>		
	8:30AM-9:30AM	Workshop	<ul style="list-style-type: none"> <li>• SEPS-SMME</li> <li>• SEPS-HRD</li> <li>• BUDGET OFFICER III</li> </ul>		
	9:30AM-10:30AM				
	10:30AM-11:30NN				





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	11:30am-12:00 NN		<ul style="list-style-type: none"> <li>• DIVISION ACOCUNTANT</li> </ul>	PLANNING SMME SECTION & OTHER IDENTIFIED PROGRAM HOLDERS	
	12:00NN-1:00PM	Noon Break/Lunch	<ul style="list-style-type: none"> <li>• MEDICAL OFFICER</li> <li>• EPSVR-SGOD</li> <li>• 26 SCHOOL HEADS</li> </ul>		
	1:00PM-2:00PM	Workshop			
	2:00PM-3:00PM				
	3:00PM-4:00PM				
	4:00PM-5:00PM				
FEBRUARY 24, 2023	8:00AM-8:20 AM	Opening/Preliminaries	<ul style="list-style-type: none"> <li>• SDS</li> <li>• ASDS</li> <li>• SGOD CHIEF</li> <li>• CID CHIEF</li> <li>• PLANNING OFFICER III</li> <li>• SEPS-SMME</li> <li>• SEPS-HRD</li> <li>• BUDGET OFFICER III</li> <li>• DIVISION ACOCUNTANT</li> </ul>	PLANNING SMME SECTION & OTHER IDENTIFIED PROGRAM HOLDERS	
	8:20AM-8:30AM	Roll Call of Attendance & Overview of the Activity			
	8:30AM-9:30AM	Day 2 Workshop			
	9:30AM-10:30AM				
	10:30AM-11:30NN				
	11:30am-12:00 NN				
	12:00NN-1:00PM	Noon Break/Lunch			
	1:00PM-2:00PM	Presentation of SIP (1 representative from the elementary & 1 for secondary)			<ul style="list-style-type: none"> <li>• MEDICAL OFFICER</li> <li>• EPSVR-SGOD</li> <li>• 26 SCHOOL HEADS</li> </ul>
	2:00PM-3:00PM				
	3:00PM-4:00PM				
4:00PM-5:00PM					





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ENCLOSURE 2. SCHEDULE FOR THE PRESENTATION, CRITIQUING AND APPROVAL OF THE SUBMITTED SCHOOL IMPROVEMENT PLAN FOR SY 2023-2025

Date	Time	Activity	Participant	Facilitator/In-Charge
<b>March 2, 2023</b>	8:00-8:30AM	Critiquing & Improvement of the submitted School Improvement Plan	AMOROS ES	<ul style="list-style-type: none"> <li>• SDS</li> <li>• ASDS</li> <li>• SGOD CHIEF</li> <li>• CID CHIEF</li> <li>• PLANNING OFFICER III</li> <li>• SEPS-SMME</li> <li>• SEPS-HRD</li> <li>• BUDGET OFFICER III</li> <li>• DIVISION ACOCUNTANT</li> <li>• NURSE</li> <li>• MEDICAL</li> <li>• EPSVR-SGOD</li> <li>• PDO-II</li> <li>• PDO-I</li> </ul>
	8:30-9:00AM		BOLISONG ES	
	9:00-9:30AM		COGON ES	
	9:30-10:00AM		ECCS	
	10:30-11:00AM		HIMAYA ES	
	11:30-12:00NN		HINIGDAAN ES	
	1:00-1:30PM		KALABAYLABAY IS	
	1:30-2:00PM		KIBONBON ES	
	2:00-2:30PM		MOLUGAN CS	
	2:30-3:00PM		PSB ES	
	3:00-3:30PM		SAMBULAWAN ES	
<b>March 3, 2023</b>	8:00-8:30AM	Critiquing & Improvement of the submitted School Improvement Plan	SFDAES	<ul style="list-style-type: none"> <li>• SDS</li> <li>• ASDS</li> <li>• SGOD CHIEF</li> <li>• CID CHIEF</li> <li>• PLANNING OFFICER III</li> <li>• SEPS-SMME</li> <li>• SEPS-HRD</li> <li>• BUDGET OFFICER III</li> <li>• DIVISION ACOCUNTANT</li> <li>• NURSE</li> <li>• MEDICAL</li> </ul>
	8:30-9:00AM		SINALOC ES	
	9:00-9:30AM		TAYTAY ES	
	9:30-10:00AM		ULALIMAN ES	
	10:30-11:00AM		COGON NHS	
	11:30-12:00NN		ECNHS	
	1:00-1:30PM		HIMAYA NHS	





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	1:30-2:00PM		HINIGDAAN NHS	<ul style="list-style-type: none"><li>• EPSVR-SGOD</li><li>• PDO-II</li><li>• PDO-I</li></ul>
	2:00-2:30PM		MOLUGAN NHS	
	2:30-3:00PM		SFDANHS	
	3:00-3:30PM		SAMBULAWAN NHS	
	3:30-4:00PM		SINALOC NHS	
<b>March 7-9, 2023</b>	Submission of the Final Copy of the School Improvement Plan			
<b>March 10, 2023</b>	Endorsement of the submitted copies of the SIP to the Office of the Schools Division Superintendent for approval/signature			





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**ENCLOSURE 3. OTHER INFORMATION**

1. Schools are expected to bring the soft copy of the initial draft of their School Improvement Plan (SIP)
2. Participants are likewise advised to bring their laptop, extension cords and internet connectivity device/s
3. Lastly, schools are encouraged to observe the summarized timeline of the entire activity.

Activity	Date	Persons Involved
Review and Crafting of the School Improvement Plan (SIP)	February 22-24, 2023	• Identified D.O and School Personnel
Submission of the soft copy of the SIP for presentation <a href="https://tinyurl.com/c4z3k52j">https://tinyurl.com/c4z3k52j</a>	February 27, 2023	• School Heads
Pre-Presentation Critiquing of the submitted SIP	February 28 and March 1, 2023	• D.O Personnel (Program Holders)
Presentation, Critiquing and Approval of the submitted School Improvement Plan for SY 2023-2025	March 2-3, 2023	• D.O Personnel (Program Holders) • School Heads
Submission of the Final Copy of the SIP	March 7-9, 2023	• School Heads
Endorsement of the submitted copies of the SIP to the Office of the Schools Division Superintendent for approval/signature	March 10, 2023	• Planning Unit

4. The memorandum to which this enclosure is attached shall serve as the participants' official authority to travel.
5. All other expenses incurred upon attending the said activity shall be charged to school funds subject to usual auditing and accounting procedures.

