



Republic of the Philippines  
Department of Education  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



DIVISION MEMORANDUM  
No. 776, s.2016

TO : All Public Elementary School Principals/Head Teachers/SICs  
All Public Secondary School Principals  
SICs/OICs of Secondary Annexes and Extension Classes  
Principal of Digos City Senior High School Stand Alone

THRU : The Public Schools District Supervisors- Focal Persons

FROM : **DEE D. SILVA, DPA, CESO VI** *gwt*  
Schools Division Superintendent

SUBJECT : Regional Evaluation on School Improvement Plan (SIP), Annual Implementation Plan (AIP), and W.A.T.C.H. Program for the Last Quarter

DATE : December 12, 2016

- 
1. Attached is the copy of Regional Memorandum No. 332, s. 2016 entitled School Improvement Plan (SIP) and W.A.T.C.H. Program Evaluation which is self-explanatory.
  2. It is expected that the schools shall conduct a School-Based Evaluation of the above mentioned programs using the attached Monitoring/Evaluation Tools and Output Checklist prior to the scheduled evaluation date for Digos City to ensure that whatever need/s to be complied shall be acted upon immediately.
  3. A Division Monitoring and Evaluation on these programs shall likewise be conducted to random schools prior to the Regional Evaluation Schedule.
  4. For information, guidance and compliance.

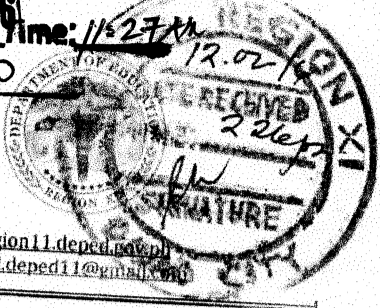
DepEd Schools Division of Digo:

**RELEASED**  
11498  
DEC 13 2016 TIME 8:28 AM  
By: *[Signature]*



RECEIVED 11498

Date: DEC 05 2016



Republika ng Pilipinas  
KAGAWARAN NG EDUKASYON  
TANGGAPANG PANREHIYON XI  
Lungsod ng Dabaw

Telefax Numbers: (082) 227-1102; 227-9342 (Trunkline) 225-8495  
221-9428; 227-8025; 222-2617; 227-0941; 221-1210; 221-8435

Website: <http://www.region11.deped.gov.ph>  
FTAD Email Address: [ftad.deped11@gmail.com](mailto:ftad.deped11@gmail.com)

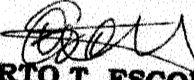
REGIONAL MEMORANDUM  
No. 332, s. 2016

November 21, 2016

**SCHOOL IMPROVEMENT PLAN (SIP) AND W.A.T.C.H. PROGRAM  
EVALUATION**

To: Schools Division Superintendents

1. The Department of Education ROXI through the Field Technical Assistance Division (FTAD) will conduct a last quarter evaluation on School Improvement Plan (SIP), Annual Implementation Plan (AIP) and W.A.T.C.H. implementation on December 12-14, 2016 to January 31, 2017.
2. The objectives of this activity are to monitor and provide technical assistance on the:
  - a) completeness of the enhanced School Improvement Plan (SIP)/ Annual Implementation Plan (AIP) as a document as per DepED Order 44, s. 2015;
  - b) inclusion of Programs/Activities/Projects to improve school Key Performance Indicators (KPI); and
  - c) implementation of the Project W.A.T.C.H. in schools (integration in the curriculum, school, and community activities)
3. The Division SGOD Chiefs, SBM and W.A.T.C.H. Coordinators are requested to accompany and provide assistance to the Regional Evaluators in visiting schools.
4. Attached are the schedule and assignment of Evaluators, and the evaluation tools to be used for SIP/AIP and W.A.T.C.H. Program.
4. Expenses incurred by the DivFTACT are chargeable against local funds while the Regional Evaluator Team expenses incurred shall be charged against Regional funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO III**  
Regional Director

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

ACTIVITIES                      MONITORING                      PROGRAMS                      SCHOOLS

ROF3

**Attachment A** to Regional Memo No. 332, s. 2016: SIP and Project WATCH Evaluation

**Schedule and assignment of Evaluation**

<b>Date</b>	<b>Division</b>
December 12-14, 2016	Davao del Norte
January 4-6, 2017	Davao del Sur
January 9-10, 2017	Panabo City & Digos City
January 11-13, 2017	Davao Oriental
January 17-20, 2017	Davao City
January 23-25, 2017	Compostella Valley
January 26-27, 2017	Mati City
January 30-31, 2017	Tagum City & IGaCoS
<b>Monitors:</b>	<i>Dr. Mary Jeanne B. Aldeguer Dr. Basilio P. Mana-ay, Jr., CESE Dr. Brenda B. Jacobo</i>

**Attachment B** to Regional Memo No. 332, s. 2016: SIP and Project WATCH  
Evaluation

**IMPLEMENTATION OF PROGRAMS AND PROJECTS MONITORING TOOL**

NAT/LAPG	Yes	No	MOVs	Remarks
<b>On Language Assessment for Primary Grades (LAPG)</b>				
1. Are there interventions according to skills of the learning areas in English, Filipino, and MTB to improve LAPG result?				
2. Is there an action plan for the implementation of the intervention?				
3. Are there tracking forms in the performance on the development of learners' skills in the intervention?				
4. Are there available reading skill builder materials used in the interventions to address the least learned competencies in LAPG??				
5. Are interventions of LAPG included in the SIP/AIP?				
<b>On National Achievement Test (NAT)</b>				
6. Are there interventions according to skills of the learning areas in English, Math, Filipino, Science, Araling Panlipunan to improve NAT results?				
7. Are interventions to improve NAT results included in the SIP/AIP?				
8. Are the interventions prepared according to skills of the learning areas?				
9. Are there tracking forms in the performance on the development of learners' skills intervention?				
10. Are there available skill-based materials used in the classroom designed to address the least learned competencies in NAT as part of the interventions?				
<b>Teachers/Staff Development</b>				
11. Is there a SLAC session conducted for the improvement of the LAPG/NAT and integration on the implementation of project W.A.T.C.H.?				

12. If the school is an ELLN Program recipient, is it implemented and functional as intervention for LAPG?				
13. Was there a staff/teachers development on materials production to be used for classroom instruction in developing LAPG/NAT skills?				
14. Is SLAC included in the SIP/AIP for Teachers' Development?				
15. Inclusion in the SIP and implementation of D.O. on:				
a. SLAC (D.O.#35,s.2016)				
b. Assessment (D.O.#55, s.2016)				

**Attachment C** to Regional Memo No. 332, s. 2016: SIP and Project WATCH  
Evaluation

**W.A.T.C.H. Program Evaluation Tool**

On Improving NAT/LAPG	Yes	No	MOVs	Remarks
1. Project W.A.T.C.H. is integrated in the SIP/AIP for the S.Y.2016-2017				
2. Action Plan for the current school year				
3. Advocacy posters in conspicuous places especially in the classroom				
4. Learners, teachers, parents and community Orientation				
5. Community and other stakeholders' involvement in the project advocacy				
6. Teachers' development/SLAC on the integration of honesty and punctuality in the teaching-learning process				
7. Functional School W.A.T.C.H. Club activities				
8. Integration on values of honesty and punctuality in the lessons of teachers across learning areas				
9. Award/ incentive system for honest pupils/ employees and parents				

Best practice on the Development of the Least Learned Skills in LAPG/NAT:

Technical Assistance provided by the RFTACT and DivTACT:

Conformed: \_\_\_\_\_  
School Head

\_\_\_\_\_  
Teacher Representative

Evaluators:  
**DR. MARY JEANNE B. ALDEGUER**  
Chief, FTAD

**DR. BASILIO P. MANA-AY, JR.**  
EPS, FTAD

**DR. BRENDA B. JACOBO**  
EPS, FTAD

M \_\_\_\_\_

\_\_\_\_\_  
DivTACT

\_\_\_\_\_  
DivTACT

**SCHOOL IMPROVEMENT PLAN (SIP) AND W.A.T.C.H. PROGRAM EVALUATION**

**DEPARTMENT OF EDUCATION  
School Improvement Plan (SIP) Output Checklist**

School ID: \_\_\_\_\_

School Name: \_\_\_\_\_

Division: \_\_\_\_\_

Name of person who submitted the SIP: \_\_\_\_\_

Date of SIP Submission: \_\_\_\_\_

Name of SIP output reviewer: \_\_\_\_\_

Output Checklist		Available?	Reviewer Comments
<b>Preparatory Activities</b>			
1	School- Community Data Template and/or other data sources		
1.1	Community Profile/Data		
1.1a	Social, Demographic and Cultural Profile		
1.1b	Political/Peace and Security/Peace and Order		
1.1c	Physical Environment/Ecological Profile		
1.1d	Economic Profile		
1.1e	Technological		
1.2	School Profile/Data		
1.2a	Location, Relative Distance, and Type of School		
1.2b	Learning Environment		
1.2c	Teachers		
1.2d	Status of Priority Improvement Projects or CI Projects		
1.2e	Fund Sources		
1.3A	Situation of Children/Learners: Acces - In and Out of School		
1.3.1	Children not in school		
1.3.2	Children enrolled in school		
1.3B	Retention		
1.3.3	Attendance		
1.3.4	Dropout		
1.3C	Situation of Children/Learners: Quality		
1.3.5	Promotion/Graduation Rates		
1.3.6	Mean Percerntage Scores		
1.3.7	Literacy Level		
1.3.8	Awards/Recognitions		
2	Child Mapping Tool		
3	Child-Friendly School Survey		
4	Child Protection Policy Implementation Checklist		

5	School Report Card		
6	School Watching Checklist and Hazard Map		
7	List of SPT members		
8	Documentation of vision sharing		
9	List of SPT with roles and responsibilities		
<b>Assess/ Plan</b>			
10	Gap Analysis Template		
11	Priority Improvement Area (PIA) Template		
12	Planning Worksheet		
12.1	Intermediate Outcomes		
12.2	Priority Improvement Areas		
12.3	General Objectives		
12.4	Root Cause		
12.5	Timeframe		
13	Project Team members with roles and responsibilities		
14	Documentation of listening to the voice of the learners		
15	Flowchart of school processes relevant to each PIA		
16	Project Work Plan and Budget Matrix		
17	Annual Implementation Plan		
18	SRC Summary of Information		
19	Basic School Report Card		

**Instructions:** The Output Checklist Tool is a tool that you may use to determine the level of completeness of your School Improvement Plan (SIP) based on required template. Decide if the questions/ criteria have been met with a "Yes" or "No". Write your answers in the yellow cells/ boxes.

Write	Meaning
1	Yes
0	No
NA	Not applicable