



Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

February 11, 2022

**DIVISION MEMORANDUM**  
No. 093, s. 2022

**TRAINING OF TRAINERS FOR THE PREPARATION OF SCHOOL IMPROVEMENT PLAN (SIP) AND ANNUAL IMPLEMENTATION PLAN (AIP)**

To: **BASILIO P. MANA-AY, JR., EdD**  
Assistant Schools Division Superintendent

**BEVERLY S. DAUGDAUG, EdD**  
Chief- Curriculum Implementation Division

**SOLLIE B. OLIVER, JD, MATE**  
Chief- SGOD

All Public Schools District Supervisors

Concerned Elementary and Secondary School Heads

1. Pursuant to Governance of Basic Education Act of 2001 (RA 9155), the school shall have a single aim of providing the best possible basic education for all learners. Schools and learning centers are empowered to make decisions on what is best for the learners they serve. Moreover, RA 9155 also entrusts to the school heads the authority, accountability, and responsibility to develop school education programs and sets of plans.
2. Considering that the 3-year Enhanced School Improvement Plan (SIP) for Cycle 3 is to be implemented in School Years 2022-2025, there is a need to revisit the planning process and discuss the formats and entries in crafting school plans as stipulated in DO # 44, series of 2015.
3. With this, a One-Day Training for Trainers for School Improvement Plan (SIP) Preparation shall be conducted on February 17, 2022, at Digos City National High School- AVR.
4. The objectives of this training are the following:
  - relearn on how to formulate the Enhanced School Improvement Plan, Annual Implementation Plan (AIP), Project Procurement Management Plan (PPMP), and Annual Procurement Plan (APP)
  - train other school heads on the preparation of SIP & AIP



5. Below are the participants of the training:

- ASDS Basilio P. Mana-ay, Jr., EdD
- EPS Cherrie Anne B. Bohol
- PSDS Clarence Pillerin, EdD
- Aldin Barsalote
- Inda Nacua
- Abdul Gapor De Guzman
- Mylene G. Samonte
- Aimee Amor C. Porto
- Noba Rubion

6. Attached is the training matrix for easy reference as to the expected topics and tasks.

7. Participants are required to bring laptop and extension wire to be used during the workshop.

8. Travelling and other incidental expenses relative to the compliance of this Division Memorandum shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

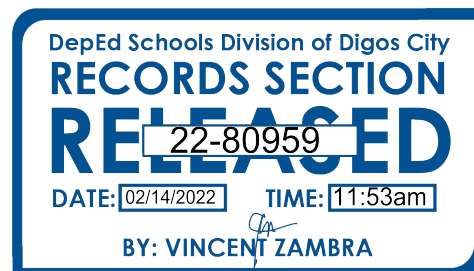
9. For dissemination, guidance and compliance.



**CRISTY C. EPE**  
Schools Division Superintendent

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2/11/2022



**TRAINING OF TRAINERS FOR SCHOOL IMPROVEMENT PLAN (SIP)  
AND ANNUAL IMPLEMENTATION PLAN (AIP)**

**MATRIX OF ACTIVITIES**

Time	Topic	Facilitators
7:30 AM-8:00 AM	Registration of participants	
8:00 AM-8:30 AM	Opening Program Session Objectives	Cherrie Anne B. Bohol
8:30 AM -10:00 AM	<b>Session 1:</b> The SIP Process	Basilio P. Mana-ay, Jr.
10:00 AM – 10:15 AM	Break	
10:00 AM - 12:00 NN	Cont'd: The SIP Process	Basilio P. Mana-ay, Jr.
12:00 NN- 1:00 PM	Lunch Break	
1:00 PM – 2:00 PM	<b>Workshop 1:</b> Preparation of a 3-year SIP	Basilio P. Mana-ay, Jr.
2:00 PM – 3:00 PM	Presentation and Critiquing of Output	
3:00 PM – 3:30 PM	Break	
3:00 PM – 3:30 PM	<b>Session 2:</b> The SIP Style Guide	Clarence Pillerin
3:30 PM – 4:30 PM	<b>Session 3:</b> Monitoring and Evaluation for SIP Implementation	Basilio P. Mana-ay, Jr.
4:30 PM – 5:00 PM	Future Directions and Closing Program	Basilio P. Mana-ay, Jr.