



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2023-541

To : Assistant Schools Division Superintendent  
SGOD & CID Chiefs  
Public Schools District Supervisors  
Public School Heads  
All others concerned

Subject : **ADDITIONAL INFORMATION RELATIVE TO THE CONDUCT OF MENTORING AND COACHING ON THE ALIGNMENT OF ENHANCED SCHOOL IMPROVEMENT PLAN WITH MATATAG AGENDA, BEDP AND DEDP**


Date : November 15, 2023

In reference to Division Memorandum SGOD 2023-535 dated November 13, 2023, the field is hereby informed that the **Administrative Assistants assigned in schools** are also participants of the Mentoring and Coaching on the Alignment of Enhanced School Improvement Plan with MATATAG Agenda, BEDP and DEDP.

The scheduled date when EPS-SGOD and SEPS in Planning and Research shall conduct the aforementioned mentoring and coaching in Digos Occidental District and Secondary School District is moved to **November 20, 2023 at 1:00-4:30p.m. at Pedro V. Basalan ES** in view of the Project Pasundayag on November 17, 2023.

For information and dissemination.

For and in the absence of the  
Schools Division Superintendent

  
**SOLLIE B. OLIVER, JD, MATE**  
Chief ES, SGOD  
Officer-In-Charge

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
22-12276  
DATE: NOV 16 2023 TIME: 7:40pm

Enclosed: As stated  
SGOD/cab

BY: 



**Address:** Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
**Telephone Nos.:** (082) 553-8375; (082) 553-8396



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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

SGOD-2023- 575

To : Assistant Schools Division Superintendent  
SGOD & CID Chiefs  
Public Schools District Supervisors  
Public School Heads  
All others concerned

Subject : **TIMELINE RELATIVE TO THE PREPARATION AND SUBMISSION OF ENHANCED SCHOOL IMPROVEMENT PLAN, ANNUAL IMPLEMENTATION PLAN, ANNUAL PROCUREMENT PLANS AND PROJECT PROCUREMENT MANAGEMENT PLANS**

Date : November 13, 2023

In reference to the agreement done during the Year-End Review and 2024 Target Setting on November 9-10, 2023 at Twin Mountain View Resort and in consonance with Division Memorandum SGOD-2022-090 and Division Memorandum SGOD-2022-102, all Public Elementary and Secondary School Heads are hereby informed on the Timeline Relative to the Preparation and Submission of Enhanced School Improvement Plan, as indicated below:

| Activities  | Date                 |
|---|----------------------|
| Mentoring and Coaching on the Alignment of Enhanced School Improvement Plan with MATATAG Agenda, BEDP and DEDP                      | November 16-17, 2023 |
| Submission of SIP and AIP to PSDS In-charge and Checking of SIP and AIP by the PSDS   | December 6-8, 2023   |
| Submission of Checked SIP and AIP to the Division SBM Coordinator   | December 13, 2023    |
| SIP and AIP Appraisal by the Division Appraisal Committee   | December 13-15, 2023 |
| SIP and AIP Packaging   | December 18-20, 2023 |
| Submission of SIP, AIP and APP for Approval by the Schools Division Superintendent and Issuance of Certificate of Acceptance of SIP | December 21, 2023    |



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For the two-day activity on **Mentoring and Coaching on the Alignment of Enhanced School Improvement Plan with MATATAG Agenda, BEDP and DEDP**, participants are the following:

- All Public Elementary and Secondary school heads
- Public Schools District Supervisors
- Administrative Officers II assigned in schools
- Facilitators: EPS-SGOD, SEPS in Planning and Research

Participants are required to bring a laptop and the soft/hard copy of their draft SIP. They shall convene in the venue on November 16-17, 2023, which will be identified by their respective PSDSs.

Listed below is the schedule when EPS-SGOD and SEPS in Planning and Research shall conduct the aforementioned mentoring and coaching in each district:

| District              | Date                               |
|-----------------------|------------------------------------|
| Digos South & Mt. Apo | November 16, 2023 @8:00-11:30 a.m. |
| Digos Oriental        | November 16, 2023 @ 1:00-4:30 p.m. |
| Digos Occidental      | November 17, 2023 @8:00-11:30 a.m. |
| Secondary Schools     | November 17, 2023 @ 1:00-4:30 p.m. |

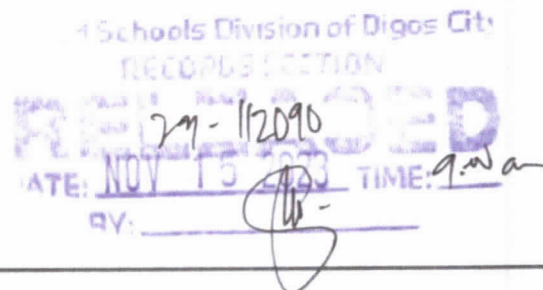
All participants are encouraged to bring their own baon and snacks. Travelling expenses shall be charged to the Division/School MOOE subject to the usual accounting rules and regulations.

For the information of and compliance with by all concerned.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO**

OIC-Schools Division Superintendent

Enclosed: As stated.  
 SGOD/cab



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