



Republic of the Philippines  
**Department of Education**

REGION XI  
SCHOOLS DIVISION OF DIGOS CITY

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2024-34

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 FOR SY 2025-2028**

Date : June 6, 2024

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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. RA 9155 also entrusts to the school heads the authority, accountability, and responsibility to develop school education programs and sets of plans. Moreover, DepEd Order No. 024, s. 2022 titled Adoption of the Basic Education Development Plan 2030 stipulates that *“All DepEd offices and units in all governance levels shall align their policies, plans and programs with the BEDP 2030.”*

Anent thereto, all school heads of this Division are informed on the timeline relative to the preparation and submission of Enhanced School Improvement Plan (SIP) for SY 2025-2028, Annual Implementation Plan (AIP) and Annual Procurement Plans (APP).

<b>Activity</b>	<b>Date</b>	<b>Persons Involved</b>
Revisiting the Processes in the Crafting of SIP, AIP & APP	June 20-21, 2024 (at the Division Conference Room)	47 School Heads 10 PSDSs 1 Division SBM Coordinator 1 SEPS, Planning and Research
Crafting of SIP, AIP & APP	July 1-September 6, 2024	School heads, School Planning Team, Project Teams



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
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Presentation of SIP, AIP & APP <ul style="list-style-type: none"><li>School heads will present these plans to the Division Appraisal Committee</li></ul>	September 9-13, 2024	School Heads, Division Appraisal Team
Revision of SIP, AIP & APP based on the Comments and Suggestions of the Division Appraisal Committee	September 16-25, 2024	School heads
Submission of SIP, AIP & APP to the Division Office	October 1-4, 2024	School heads

School heads are instructed that Priority Improvement Areas (PIAs) are to be categorized as Access, Quality, Equity, Resiliency and Well-Being and Governance with reference to the Intermediate Outcomes per learning stage indicated in the Planning Worksheet of the School Improvement Plan.

Travel and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and procedures.

For the information of and compliance with all concerned.

For and in the absence of the  
Schools Division Superintendent

**MARIA GENEVIEVE T. FRANCISQUETE**  
Assistant Schools Division Superintendent  
Officer-In-Charge

Schools Division Office of Digos City

RECORDS SECTION

24-122755  
DATE: JUN 11 2024 TIME: 1:00 PM  
BY: \_\_\_\_\_

Enclosed: As stated.  
SGOD/cab



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