



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024-460

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

Subject : **ADDENDUM TO DIVISION MEMORANDUM SGOD 2024-341, RE: TIMELINE RELATIVE TO THE PREPARATION AND SUBMISSION OF ENHANCED SCHOOL IMPROVEMENT PLAN FOR SY 2025-2028**

Date : August 5, 2024

In reference to the attached Division Memorandum SGOD 2024-341, re: Timeline Relative to the Preparation and Submission of Enhanced School Improvement Plan for SY 2025-2028, all school heads, Public Schools District Supervisors and all others concerned are hereby reminded on the additional information as well as the agreement done on June 20, 2024 during the conduct of Revisiting the Processes in the Crafting of SIP, AIP and APP.

| Activity | Date | Persons Involved | Expected Output |
|---------------------------------------|--------------------------|---|--|
| Crafting of SIP, AIP & APP | July 1-September 2, 2024 | School heads, School-Community Planning Team (SPT), Project Teams | Draft copy of the E-SIP for SY 2025-2028 Draft copy of AIP- FY 2025 APP-CSE & APP-GPPB – FY 2025 |
| Checking of SIP in the District Level | September 2-27, 2024 | PSDS* School Heads | Checked SIP, AIP & APP in the District Level |





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| | | | |
|---|------------------------------|---|--|
| Presentation of SIP, AIP & APP <ul style="list-style-type: none">School heads will present these plans to the Division Appraisal Committee | September 30-October 4, 2024 | School Heads, Division Appraisal Team | Hard and soft copies of SIP, AIP and APP |
| Revision of SIP, AIP & APP based on the Comments and Suggestions of the Division Appraisal Committee | October 7-18, 2024 | School heads 1 SGOD EPS 1 SEPS, Planning and Research | Revised version of SIP, AIP & APP |
| Submission of SIP, AIP & APP to the Division Office | October 21-23, 2024 | School heads | Final Version of the SIP (SY 2025-2028) Final Copy of the AIP & APP |
| Preparation of Certificate of Acceptance of ESIP for SY 2025-2028 | October 21-23, 2024 | SGOD EPS | Certificate of Acceptance |

Format of the E-SIP shall follow the SIP Styleguide and DepEd Manual of Style as per DepEd Order No. 30, s. 2019.

Paper Size: A4
Font Style: Bookman Old Style
Font Size: 12
Left margin: 1.5"
Right margin: 0.5"
Top margin: 0.5"
Bottom margin: 0.5"
Spacing: 1.5

Should you want to review the slide decks presented during the conduct of Revisiting the Processes in the Crafting of SIP, AIP and APP, you can access them through this link, <https://tinyurl.com/yknm992k>.



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Moreover, the following enclosed documents are issued for guidance and reference:

- Annex A. Reminders on the Preparation of SIP
- Annex B. Schedule of SIP Presentation
- Annex C. Signatories of SIP, AIP, APP and PMP

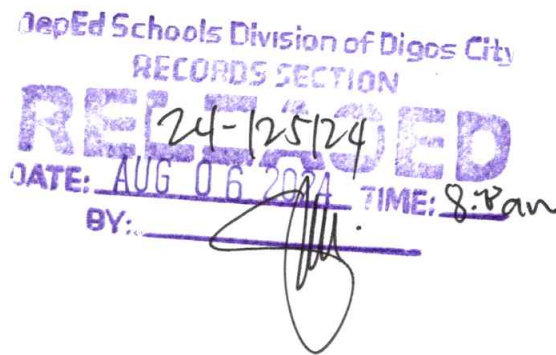
Travel and other incidental expenses relative to the conduct of various activities in SIP preparation and presentation shall be charged to local funds subject to the usual accounting and auditing rules and procedures.

For the information of and compliance with by all concerned.


MELANIE P. ESTACIO

OIC- Schools Division Superintendent


8/11/24



Enclosed: As stated.
SGOD/cab



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Annex A. Reminders on the Preparation of SIP

Please be reminded of the following points in DepEd Order 5, s. 2024 specifically on A.4 Teaching-related Assignments.

Teaching-related assignments refer to tasks related to teaching and academic learning which support learning development. These tasks are performed by teachers in consideration of their professional expertise and experience. These assignments should be anchored in the School Improvement Plan (SIP).

To ensure that teachers are focused on their core mandate, only the following teaching-related assignment on top of the teacher ancillary tasks as herein defined may be designated to teachers, **provided that developmental programs are included in the School Improvement Plan (SIP):**

- a. School Coordinator
 1. Reading/Literacy and Numeracy
 2. Research
 3. Special Needs Education (SNED)
 4. Information, Communication and Technology
 5. Guidance and Advocacy
 6. Inclusive Education (as may be applicable)

- b. Trainer/Adviser
 1. School paper
 2. Sports Development Programs
 3. Supreme Elementary Learner Government (SELG)/Supreme Secondary Learner Government (SSLG)

- c. Chairmanship
 1. Grade level
 2. Learning Area

Other teaching-related assignments from new programs from higher and within governance levels, whether internal initiatives or resulting from partnership with stakeholders, shall be subsumed in any of the categories mentioned under V.A.4.1.



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Annex B. SCHEDULE OF SIP PRESENTATION

*School heads shall present their SIP.

*PSDS shall be present during the SIP Presentation of schools in their designated district.

Venue: Division Conference Room

| Date | District | Schedule | School |
|---|-------------------|-----------------|---|
| September 30, 2024 8:00 a.m. onwards | Digos Oriental | Morning | Aplaya ES |
| | | | Badiang ES |
| | | | Cogon ES |
| | | | Dawis ES |
| | | | Don Mariano Marcos ES |
| | | Afternoon | Pedro S. Garcia ES |
| | | | Isaac Abalayan ES |
| | | | Kibanban ES |
| | | | Ramon Magsaysay CES |
| October 1, 2024 8:00 a.m. onwards | Digos Occidental | Morning | Balabag ES |
| | | | Damñas ES |
| | | | Digos City CES |
| | | | Dulangan ES |
| | | | Federico Alferez ES |
| | | Afternoon | Mahayahay ES |
| | | | Pedro Basalan ES |
| | | | Ranao ES |
| | | | Ruparan ES |
| Jolencio R. Alberca ES | | | |
| October 2, 2024 8:00 a.m. onwards | Secondary Schools | Morning | Kapatagan National HS |
| | | | Ruparan National HS |
| | | | Igpit National HS |
| | | | Matti National HS |
| | | | Balabag National HS |
| | | | Soong National HS |
| | | Afternoon | Goma National HS |
| | | | Dawis National HS |
| | | | Digos City National HS |
| | | | Palan Bagobo-Tagabawa NHS |
| | | | Digos City Senior High School (Formerly Senior High School in Digos City) |



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| | | | |
|---|-------------|-----------|--------------------------|
| October 3, 2024 8:00 a.m. onwards | Digos South | Morning | Arcaflor Maniapao ES |
| | | | Colorado ES |
| | | | Domingo Abawag ES |
| | | | Lungag ES |
| | | Afternoon | Remedios Saplala ES |
| | | | Casildo B. Nonol, Sr. ES |
| | | | Igpit ES |
| | | | San Miguel ES |
| Bagumbuhay ES | | | |
| October 4, 2024 10:00 a.m. onwards | Mt. Apo | Morning | Apolandia ES |
| | | | Binaton ES |
| | | | G. Reusora CES |
| | | | Marawer ES |
| | | Afternoon | Matti ES |
| | | | Necencio Isidro ES |
| | | | Rizal CES |
| | | | Soong ES |

Note:

• **Before the presentation**

- At least two days before the presentation, schools are requested to:
- submit 2 sets of hard copies of SIP
 - submit soft copy of SIP in the link to be provided

• **During the presentation**

- The school head is requested to present the SIP.
- Duration of the presentation- 20 minutes per school
- The Division Appraisal team will ask questions.
- The school head shall take note of the comments, suggestions and recommendations of the Division Appraisal Team.

• **After the presentation**

- The School Head and the SPT shall finalize the SIP based on the comments, suggestions, and recommendations of the Division Appraisal Team.
- The School Head shall proofread and check the completeness of the parts of the SIP before printing the final copy.
- Submit one copy of the final version of the SIP to the Records Section. (The Records Section shall forward this to the SGOD Office).
- SGOD EPS will prepare the Certificate of Acceptance and will forward the SIP with the Certificate of Acceptance to the Office of the Assistant Schools Division Superintendent and then to the Office of the Schools Division Superintendent.
- School heads shall prepare three copies of the final version of the SIP.
- School heads are requested to furnish one copy (soft bound) of the final version of the SIP to the SGOD Office.
- School heads shall upload the soft copy of the final version of the SIP in the link to be provided.



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Annex C. SIGNATORIES OF SIP, AIP, APP and PPMP

• **SIP**

ENHANCED SCHOOL IMPROVEMENT PLAN

School Year 2025-2028

Name of School

School ID #

Address

Prepared by:

School Planning Team

School Principal

Reviewed by:

Public Schools District Supervisor

Recommending Approval:

MARIA GENEVIEVE T. FRANCISQUETE
Assistant Schools Division Superintendent

Approved:

MELANIE P. ESTACIO
OIC- Schools Division Superintendent



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• **AIP**

Prepared by:

School Planning Team

School Principal

Reviewed by:

Public Schools District Supervisor

Recommending Approval:

MARIA GENEVIEVE T. FRANCISQUETE
Assistant Schools Division Superintendent

Approved:

MELANIE P. ESTACIO
OIC- Schools Division Superintendent

• **APP**

Prepared by:

School Head/Accountable Officer

Certified as to Budget:

NEPTUNE L. TAMBILAWAN
Administrative Officer V- Budget

Reviewed:

Public Schools District Supervisor

Recommending Approval:

MARIA GENEVIEVE T. FRANCISQUETE
Assistant Schools Division Superintendent

Approved:

MELANIE P. ESTACIO
OIC- Schools Division Superintendent



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• **PPMP**

Prepared by:

Certified correct:

Reviewed:

School BAC Chairperson

School Head

Public Schools District Supervisor



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DIVISION MEMORANDUM

SGOD-2024-341

To : Assistant Schools Division Superintendent
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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

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).

| Activity | Date | Persons Involved |
|--|---|--|
| 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 |



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| | | |
|---|-----------------------|---------------------------------------|
| Presentation of SIP, AIP & APP <ul style="list-style-type: none">School heads will present these plans to the Division Appraisal Committee | 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 - Digos City

24-122755
DATE: _____ BY: _____

Enclosed: As stated.
SGOD/cab



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