



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024-592

To : Assistant Schools Division Superintendent
SGOD & CID Chiefs
SGOD EPS
SEPS in Planning and Research
All Public Schools District Supervisors
All Public Elementary and Secondary School Heads

Subject : **POSTPONEMENT ON THE CONDUCT OF THE PRESENTATION
OF SCHOOL IMPROVEMENT PLAN (SY 2025-2028)**

Date : September 26, 2024

This has reference to Division Memorandum SGOD-2024-460 titled Addendum to Division Memorandum SGOD 2024-341, re: Timeline Relative to the Preparation and Submission of Enhanced School Improvement Plan for SY 2025-2028.

The conduct of the presentation of School Improvement Plan (SIP) and the ensuing activities thereof as stated in the timeline shall be postponed indefinitely. DepEd Region XI through the Policy Planning and Research Division conducted Capacity Building of Schools Division Offices and School Personnel on Appraisal of Strategic Plans on September 16-18, 2024. There are relevant details to be integrated in the new cycle of the SIP, as per instruction from DepEd-Region XI.

Anent to this, participants of SDO Digos City in the said seminar in coordination with SGOD EPS shall disseminate to the PSDSs and school heads the guidelines and templates to be used in the next cycle of the SIP.

Information regarding the new schedule of the presentation of SIP as well as the conduct of Capacity Building on the Appraisal of Strategic Plans shall be released through a separate memorandum.

Meanwhile, school heads are directed to prepare AIP, APP-CSE, APP-GPPB and PPMP for Calendar Year 2025.



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

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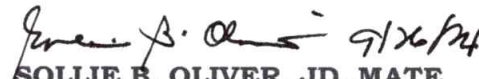
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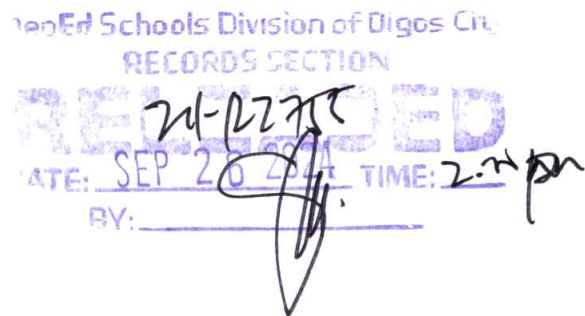
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Should you have any queries about this, kindly contact SGOD EPS Cherrie Anne B. Bohol.

Immediate dissemination of this Memorandum is desired.

For and in the absence of the
Schools Division Superintendent


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



Enclosed: As stated.
SGOD/cab



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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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DIVISION MEMORANDUM

SGOD-2024- 341

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

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 • 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

[Signature]
9/27/24

74-122755
[Signature] *[Signature]*

Enclosed: As stated.
SOD/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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Moreover, the following enclosed documents are issued for guidance and reference:

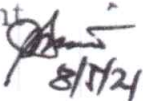
- Annex A. Reminders on the Preparation of SIP
- Annex B. Schedule of SIP Presentation
- Annex C. Signatories of SIP, AIP, APP and PPMP

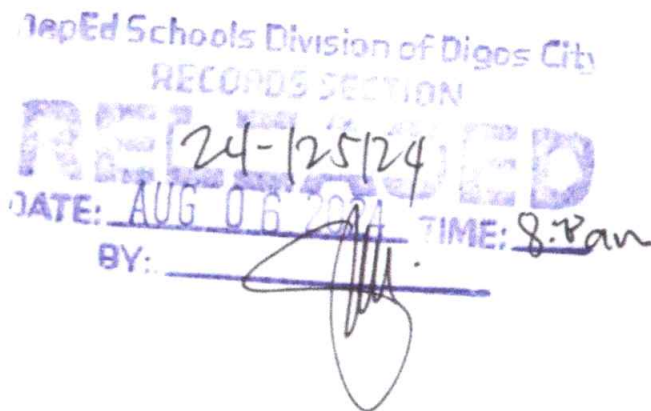
Travel and other incidental expenses relative to the conduct of various activities in SIP preparation and presentation shall be charged to local funds subject to the usual accounting and auditing rules and procedures.

For the information of and compliance with by all concerned.


MELANIE P. ESTACIO

OIC- Schools Division Superintendent


8/1/24



Enclosed: As stated.
SGOD/cab



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REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

• **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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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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Office of the Schools Division Superintendent

• **PPMP**

Prepared by:

Certified correct:

Reviewed:

School BAC Chairperson

School Head

Public Schools District Supervisor
