



Republic of the Philippines
Department of Education

REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-492

To : Assistant Schools Division Superintendent
SGOD & CID Chiefs
Division Appraisal Team
SGOD EPS
SEPS, P&R
Public Schools District Supervisors
Public School Heads
Non-teaching Personnel in Schools
All others concerned

Subject : **TIMELINE RELATIVE TO THE PREPARATION AND SUBMISSION
OF ENHANCED SCHOOL IMPROVEMENT PLAN FOR CY 2026-
2028**

Date : August 11, 2025

In accordance with the Governance of Basic Education Act of 2001 (RA 9155), schools are mandated to focus on delivering the highest quality basic education for all learners. Schools and learning centers are given autonomy to decide what best serves their learners. RA 9155 also grants school heads the authority, accountability, and responsibility to formulate educational programs and corresponding plans. DepEd Order No. 024, s. 2022, or the Adoption of the Basic Education Development Plan 2030, also states that "All DepEd offices and units across all governance levels must align their policies, plans, and programs with the BEDP 2030." Moreover, schools shall align their strategic plans with the 5-point reform agenda.

In line with this, all school heads in the Division are hereby directed to submit their approved Enhanced School Improvement Plans for CY 2026-2028 **on or before December 10, 2025**. As agreed during the workshop titled, From Vision to Action: Building School Capacities to Prepare Strategic Plans" held on July 29-31, 2025, the presentation of SIPs will be done on the **second week of November 2025**.

Accordingly, all concerned are hereby informed of the Timeline on the Preparation and Submission of the Enhanced SIP for CY 2026-2028, along with the corresponding Annual Implementation Plan (AIP) and Annual Procurement Plans (APPs). This timeline is set to guide schools in organizing their planning activities and to ensure the timely submission of all required documents on or before the prescribed deadline.



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
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Activity	Date	Persons Involved	Expected Output
Crafting of SIP, AIP & APP	August 1-October 10, 2025	School heads, School-Community Planning Team (SPT), Project Teams	Draft copy of the E-SIP for CY 2026-2028 Draft copy of AIP- FY 2026 APP-CSE & APP-GPPB – FY 2026
Checking of SIP in the District Level	October 13-31, 2025	PSDS School Heads	Checked SIP, AIP & APP in the District Level
Presentation of SIP, AIP & APP *School heads will present these plans to the Division Appraisal Committee	November 11-14 & 18, 2025	School Heads, Non-teaching Personnel in Schools PSDS concerned 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	November 19-28, 2025	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 (Note: Please submit to the Records Section)	December 1-10, 2025	School heads	*Final Version of the SIP (CY 2026-2028) *Final Copy of the AIP 2026 & APP 2026
Preparation of Certificate of Acceptance of ESIP for CY 2026-2028	December 1-10, 2025	SGOD EPS	Certificate of Acceptance
Furnishing the SDO with the Approved E-SIP	On or before December 10, 2025	School Heads	*Hard Copies (2)- 1 for LSB & 1 for SDO *Soft/Scanned copy to be submitted in the link to be provided



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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 workshop titled "From Vision to Action: Building School Capacities to Prepare Strategic Plans", you can access them through this link, <https://tinyurl.com/SIPDigosWritesop>.

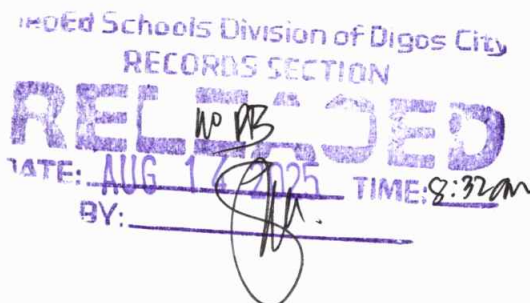
Moreover, the following enclosed documents are issued for guidance and reference:

- 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, PhD, CESO VI
Schools Division Superintendent 



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.

*One non-teaching personnel in school will accompany the school head and shall serve as minutes taker.

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

Venue: **Division Conference Room**

Date	District	Schedule	School
November 11, 2025 (Tuesday) 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
November 12, 2025 (Wednesday) 8:00 a.m. onwards	Digos Occidental	Morning	Ramon Magsaysay CES
			Balabag ES
			Damñas ES
			Digos City CES
			Dulangan ES
			Federico Alferez ES
		Afternoon	Mahayahay ES
			Pedro Basalan ES
November 13, 2025 (Thursday) 8:00 a.m. onwards	Secondary Schools	Morning	Ranao ES
			Ruparan ES
			Jolencio R. Alberca ES
			Kapatagan National HS
			Ruparan National HS
			Igpit National HS
			Matti National HS
		Afternoon	Balabag National HS
			Soong National HS
			San Roque National HS
			Goma National HS
			Dawis National HS
			Digos City National HS
			Palan Bagobo-Tagabawa NHS
			Digos City Senior High School
			DiCNHS-Aplaya Extension



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November 14, 2025 (Friday) 8:00 a.m. onwards	Digos South	Morning	Arcaflor Maniapao ES
			Colorado ES
			Domingo Abawag ES
			Lungag ES
			Remedios Saplala ES
		Afternoon	Casildo B. Nonol, Sr. ES
			Igpit ES
			San Miguel ES
			Bagumbuhay ES
November 18, 2025 (Tuesday) 8:00 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 two copies (soft bound) of the approved 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

Calendar Year 2026-2028

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, EdD, CESO VI

Assistant Schools Division Superintendent

Approved:

MELANIE P. ESTACIO, PhD, CESO VI

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, EdD, CESO VI
Assistant Schools Division Superintendent

Approved:

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

• **APP**

Prepared by:

School Head/Accountable Officer

Reviewed:

Public Schools District Supervisor

Certified as to Budget:

GISELLE D. GONZALES
Administrative Officer II
OIC- Budget

Recommending Approval:

MARIA GENEVIEVE T. FRANCISQUETE, EdD, CESO VI
Assistant Schools Division Superintendent

Approved:

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent



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• **PPMP**

Prepared by:

Certified correct:

Reviewed:

School BAC Chairperson

School Head

Public Schools District Supervisor