

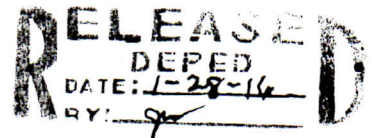


Republic of the Philippines

**DepED**  
DEPARTMENT OF EDUCATION

Region I

DIVISION OF CITY SCHOOLS  
Dagupan City



**DIVISION MEMORANDUM**  
No. 16, s. 2016

**TO: Chiefs, CID/SGOD**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Public Elementary and Secondary School Heads/OICs**

**From: FROSERFINA J. BRAVO**  
OIC, Schools Division Superintendent

**Date: January 27, 2016**

**Subject: DIVISION TRAINING ON THE ENHANCED SCHOOL IMPROVEMENT PLANNING (SIP) PROCESS AND SCHOOL REPORT CARD (SRC)**

1. In accordance with the Governance of Basic Education Act of 2001 (Republic Act 9155), the Department of Education (DepED) promotes shared governance through School-Based Management (SBM). Under this mandate, school heads are tasked to develop the School Improvement Plan (SIP) as an integral part of many school reform efforts, and as a mechanism to help schools perform its mandate as providers of quality and relevant basic education services.
2. Realizing the importance of developing **School Improvement Plan (SIP), a Division Training on the Enhanced School Improvement Planning (SIP) Process and School Report Card (SRC)** will be conducted on **February 4-6, 2016 at DCNHS, Abong na Alumni.**
3. The training aims to equip the participants with knowledge and skills on the preparation of School Improvement Plan (SIP) using the enhanced planning process.
4. The participants to this training are:
  - 10 Public Schools District Supervisors
  - 35 Elementary and Secondary School Heads
5. The participants are requested to bring their laptops, School Improvement Plan (SIP), School Report Card (SRC), and accomplished school profile for the workshop and other activities.
6. No proxy allowed.
7. Immediate and wide dissemination of this memorandum to all concerned is desired.

**TRAINING MATRIX ON THE DIVISION TRAINING ON THE ENHANCED SCHOOL IMPROVEMENT PLANNING (SIP) PROCESS  
AND SCHOOL REPORT CARD (SRC)**

Time	Day 1	Time	Day 2	Time	Day 3
7:30-8:00	Registration	8:00-8:30	MOL <b>PHASE I: ASSESS</b> Step 2: Identify/Review Priority Improvement Areas 2.1. Present and discuss the information gathered during the preparatory activities	8:00-8:30	MOL <b>PHASE II: PLAN</b> Step 4: Review General Objectives and Targets Step 5: Formulate Solutions Step 6: Develop Project Designs <i>Facilitator: Ma. Rita Teresa V. Riñoza Principal III, Pantale ES</i>
8:00-8:30	Opening Program	8:30 – 9:30	SNACKS 2.2. Identify/Review PIAs Step 3: Analyze the Priority Improvement Areas 3.1. Set General Objectives 3.2. Organize the Project Teams <i>Facilitator: Renata G. Rovillos Education Program Supervisor</i>	9:00-9:30 9:30-10:15	SNACKS Step 7: Write the School Improvement Plan Step 8: Prepare the Annual Implementation Plan <i>Facilitator: Jane T. Cujayan, PIV Principal IV, Malued ES</i>
8:30-9:00 9:00-10:00 10:00-10:15 10:15-12:00	Expectation Setting The Perfect School SNACKS Rationale and Overview <i>Facilitator: Ronnie D. Bonaao District Supervisor</i>	9:30-9:45 9:45 -10:45 10:45-12:00	SNACKS 3.3. Listen to the voice of the learners and other stakeholders 3.4. Analyze the school process 3.5. Select Area of Focus SNACKS 3.6. Do Root Cause Analysis 3.7. Present the Root Cause to the SPT <i>Facilitator: Maria Linda R. Ventenilla Chief, Education Supervisor (SGOD)</i>	10:15-10:30	SNACKS Communication to Stakeholders/SRC CLOSING PROGRAM
12:00-1:00	L U N C H B R E A K	12:00-1:00	L U N C H B R E A K	12:00-1:00	L U N C H B R E A K
1:00 -3:00	<b>Preparatory Activities:</b> Step 1: Prepare for SIP Development 1.1 Gather and organize necessary data 1.2. Form the SPT SNACKS 1.3. Convene the SPT for Orientation, Vision Sharing and Scheduling <i>Facilitator: Medardo V. De Leon Principal IV, Bonuan Buquig NHS</i>	1:00-3:00	3.3. Do Root Cause Analysis 3.7. Present the Root Cause to the SPT	1:00-3:00	<b>PHASE III: ACT</b> Step 9: Test the solutions Step 10: Roll Out the Solutions Step 11: Check Progress of AIP <i>Facilitator: Venus Maria SM. Estonilo, Ed.D. Chief, Education Program Supervisor (CID)</i>
3:00-3:15 3:15-5:00	SNACKS 1.3. Convene the SPT for Orientation, Vision Sharing and Scheduling <i>Facilitator: Medardo V. De Leon Principal IV, Bonuan Buquig NHS</i>	3:00-3:15 3:15-5:00	3.6. Do Root Cause Analysis 3.7. Present the Root Cause to the SPT	3:00-3:15 3:15-4:30 4:30-5:00	SNACKS Communication to Stakeholders/SRC CLOSING PROGRAM
Class Advisers:	Gary B. Desoloc Diana Irish J. Solis		Gary B. Desoloc Diana Irish J. Solis		Gary B. Desoloc Diana Irish J. Solis