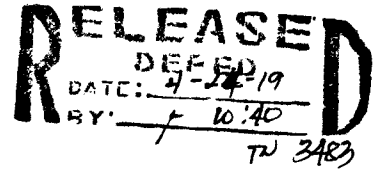


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



DIVISION MEMO NO. 155 s. 2019



TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
All Public Schools District Supervisors
All School Heads/Principals & Designate
Accountant III
Division SBM Coordinator (EPS II M&E)
Planning Officer III

FROM: **DR. LORNA G. BUGAYONG, CESO VI**
Schools Division Superintendent

DATE: April 17, 2019

SUBJECT: School Improvement Plan (SIP) Appraisal Schedule

Before finalizing the SIP, the school shall now prepare for the submission of their SIP to the Division Appraisal Committee which in turn will be endorsed to the Schools Division Superintendent for approval

SIP appraisal is one of the major activity that shall be done by a committee who will look into the contents of the SIP to make sure that quality standards are met. The committee to appraise the SIP at the Division Level shall be called Division Appraisal Committee (DAC), and shall be comprised by the following:

Division Appraisal Committee:

- | | |
|---------------------------------------|--|
| 1. LOURDES D. SERVITO, Ed. D. | - Asst. Schools Division Superintendent |
| 2. VENUS MARIA S. ESTONILO, Ed. D. | - Chief, Education Supervisor (CID) |
| 3. MARIA LINDA R. VENTENILLA | - Chief, Education Supervisor (SGOD) |
| 4. Public Schools District Supervisor | - In-Charge per District |
| 5. HARKING C. REYES | - Accountant III |
| 6. EDGAR T. TIMBOL, Ed. D. | - Education Program Specialist II (M&E –
SBM Coordinator) |
| 7. JOANN L. JIMENEZ | - Planning Officer III |

Appraisal Process:

School Schedule:

4th week of April (April 29 – May 3) Chapter I: Vision Sharing
1st week of May (May 6-10) Chapter II: Assess
2nd week of May (May 13-17) Chapter III: Plan
3rd week of May (May 20-24) Chapter IV Monitoring & Evaluation

SIP Format: (Please strictly follow)

Paper Size : A4
Theme Font : Arial
Font Size : 12
Margin : Top = 2cm
Bottom = 2.54cm
Left = 2.54cm
Right = 2.54cm
Folder : Clear Folder w/ plastic ring binder

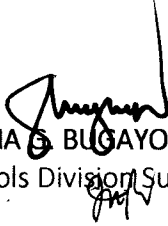
**** Please see & follow the SIP Design Template**

Division Schedule:

SIP Chapter I & II	@ Conference Room			to be appraised by ASDS, Chief CID and PSDS
		<u>9:00am</u>	<u>2:00pm</u>	
	June 10	District 1	District 2	
	June 11	District 3	District 4	
	June 12	District 5	District 6	
	June 13	District 7	District 8	
	June 14	District 9	District 10	
SIP Chapter III & IV	@ SGOD Room			to be appraised by Chief SGOD, Accountant, SBM Coordinator & PO
		<u>9:00am</u>	<u>2:00pm</u>	
	June 17	District 1	District 2	
	June 18	District 3	District 4	
	June 19	District 5	District 6	
	June 20	District 7	District 8	
	June 21	District 9	District 10	

Service Credits and Compensatory Time-Off (CTO) shall be granted to teachers and non-teaching personnel, respectively, who will serve as SIP member working committees.

Final SIP submission will be on JULY 5, 2019.


LORNA S. BUGAYONG, CESO VI
Schools Division Superintendent