




Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
City Hall Compound, Dagupan Centro, Tabuk City 3800



DIVISION MEMORANDUM

No. 61, s. 2019

TO : PUBLIC SCHOOL DISTRICT SUPERVISORS
PUBLIC ELEMENTARY & PUBLIC SECONDARY SCHOOLS
OTHERS CONCERNED

FROM : ^{9H} **BENEDICTA B. GAMATERO** 
OIC Schools Division Superintendent

SUBJECT : ENHANCED SCHOOL IMPROVEMENT PLAN (ESIP) ACTION
PLAN TEMPLATE

DATE : APRIL 1, 2019

1. Relative to the crafting of the next cycle of SIP, all schools shall prepare their respective action plans to ensure commitment to the steps or processes as set forth in the guidelines in DepEd Order No. 44, s. 2015.
2. All ESIP shall be submitted to the Division Office by the end of September 2019.
3. To facilitate the monitoring of activities and outputs in relation to the formulation of the plan, attached is the ESIP Action Plan Template to be used by all schools.
4. The template consists of the phases of ESIP formulation with the corresponding activities to perform and the required outputs along with time frame of completing every activity as required.
5. Immediate dissemination of this memorandum is desired.

/sgod/smme-kaa



Republic of the Philippines
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**ESIP Crafting
 ACTION PLAN**

Name of School: _____

School ID: _____

District: _____

PHASES	TIME FRAME		MOVs/OUTPUTS
	From	To	
PREPARATORY			
Step 1. Prepare for SIP Development			(1) School Community Data Template (Annex 1A) (2) Child mapping tool (Annex 1B) (3) School report card (4) Child friendly school survey (Annex 2A) (5) Child protection policy implementation checklist (Annex 2B) (6) School watching checklist and hazard map (Annex 2C) (7) List of members for the SPT with their representations (8) Documentation of vision sharing (9) List of SPT roles and responsibilities (10) SPT timetable (11) Other related documents (i.e. minutes of meetings, letter of invitations to stakeholders, etc.)
Activity 1.1 Gather and organize the necessary data			
Activity 1.2 Form the School Planning Team (SPT)			
Activity 1.3 Convene the SPT for orientation, vision sharing, and scheduling			
Phase I: ASSESS			
Step 2. Identify / Review Priority Improvement Areas (PIAs)			(1) Documentation of the discussion (Narrative Report) (2) Initial list of improvement areas (3) GAP analysis template (Annex 3) (4) PIA template (Annex 4)
Activity 2.1 Present and discuss the information gathered during the preparatory activities			

PHASES	TIME FRAME		MOVs/OUTPUTS
	From	To	
Activity 2.2 Identify / review the PIAs			(5) PIA column of the planning worksheet (Annex 5)
Step 3. Analyze the PIAs			(6) Accomplished general objectives and year columns of the planning worksheets (Annex 5)
Activity 3.1 Set general objectives			(7) Project team members list with roles and responsibilities or team charter
Activity 3.2 Organize the Project Teams			(8) List of possible factors affecting your assigned PIA
Activity 3.3 Listen to the voice of the learners and other stakeholders			(9) Documentation from FGDS, interviews or home visits
Activity 3.4 Analyze the school processes			(10) Flowchart of the school processes relevant to each PIAs with storm clouds
Activity 3.5 Select area of focus			(11) Documentation of interviews and observations
Activity 3.6 Do root cause analysis			(12) Problem statement based on area of focus
Activity 3.7 Present root cause to SPT			(13) Diagram showing the root causes
			(14) Presentation of the root cause with a supporting data, process flowchart, and area of focus (in MS PowerPoint or hard copy)
			(15) Other related documents (i.e. minutes, pictorials, etc.)
Phase II: PLAN			
Step 4. Review general objectives and targets			
Step 5. Formulate solutions			1. Root cause column in the planning worksheet (Annex 5)
Step 6. Develop project designs			2. List of possible solutions
Step 7. Write the SLP			3. Project work plan and budget matrix
Step 8. Prepare the Annual Implementation Plan (AIP)			4. SLP with signature of SPT members
			5. Accomplished AIP template
			6. Other related documents (i.e. minutes, pictorials, etc.)
Phase 3: ACT			
Step 9. Test the solutions			1. Data results from testing the solution

PHASES	TIME FRAME		MOVs/OUTPUTS
	From	To	
Step 10. Roll out the solutions			<ol style="list-style-type: none"> 2. Communication plan to concerned stakeholders (process owners) 3. Training Plan and other interventions to roll out solutions 4. Plan to gather feedback from concerned stakeholders 5. Project monitoring and evaluation report form 6. Updated SRC based on results and reports 7. Other related documents (i.e. minutes, pictorials, etc.)
Step 11. Check progress of AIP			
**SRC updating and communication plan			

Prepared by:

_____ School Head

Date:

Noted:

_____ PSDS

Date:
