



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City

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Office of the Schools Division Superintendent

15 November 2021

DIVISION MEMORANDUM
 No. 325, s. 2021

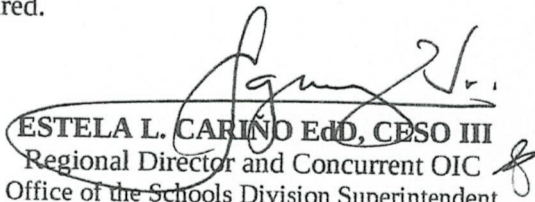
ENHANCED SCHOOL IMPROVEMENT PLAN RETOOLING-WORKSHOP

To: CID and SGOD Chiefs
 Public Schools District Supervisors
 Education Program Supervisors
 School Heads of Public Elementary and Secondary Schools
 All Others Concerned

1. All public elementary and secondary schools are hereby notified to begin the initial activities in relation to the formulation of the next cycle of their respective SIPs for the medium term 2022-2025. In line with this, there will be an ESIP Re-tooling Workshop on November 23 until December 3, 2021. Provided below are the specific schedules per district cluster/batch.

Schedules	District Cluster
November 23-24, 2021	NTD1 & NTD2
November 25-26, 2021	ETD1, ETD2, & STD3
November 29-30, 2021	STD1, STD2, & ETD3
December 2-3, 2021	WTD1 & WTD2

2. Attached as enclosure1 is the program matrix for the said re-tooling workshop.
3. Moreover, all schools shall prepare their respective SIP Action Plans to ensure commitment to the steps and processes as outlined in DepEd Order No. 44, s. 2015 entitled "Guidelines on The Enhanced School Improvement Plan (SIP) Process and The School Report Card (SRC)." To facilitate the monitoring of activities and outputs concerning the formulation of the plan, attached as enclosure 2 is the ESIP Action Plan Template to be used by all schools.
4. The action plan template consists of the phases of ESIP formulation with the corresponding activities to be performed and the required outputs along with the timeframe, estimated budget, and key persons involved in completing every activity as required.
5. All schools are reminded to comply all the time with the existing health protocols relative to the formulation of their respective SIPs, and other school activities.
6. Immediate dissemination of this memorandum is desired.


ESTELA L. CARIÑO EDD, CESO III
 Regional Director and Concurrent OIC
 Office of the Schools Division Superintendent

sgod/smme/aka/Final-Memo_ESIP2022-2025_Crafting.docx
 November 15, 2021



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Schools Division of Tabuk City

Re-engaging the schools on the next cycle of School Improvement Plan (SIP)
November 23 to December 3, 2021 | Davidson Hotel & Restaurant
Bulanao Norte, Tabuk City, Kalinga

PROGRAM MATRIX*

SCHEDULES/DATES	DISTRICT	PARTICIPANTS
November 23-24, 2021	NTD1 & NTD2	School Heads and a Teacher representative per school
November 25-26, 2021	ETD1, ETD2, & STD3	
November 29-30, 2021	STD1, STD2, & ETD3	
December 2-3, 2021	WTD1 & WTD2	

	TIME	ACTIVITIES	PERSON RESPONSIBLE
DAY 1	7:30-7:59	Arrival, Triage, and Registration	Health and Nutrition Section/ Secretariat
	8:00-8:15	Opening Program	c/o Facilitator
	8:16-9:00	Presentation of Division Strategic Plan, DAIP/BE LCOP and Targets	Efren Y. Danag / Deewai B. Bagayao
	9:01-9:15	Open Forum	c/o Facilitator
	9:16-10:15	Presentation on the eSIP Style Guide, Appraisal Process, and Quality Assessment Tool/Rubrics	Dooddie Marrie L. Duclan / Kenneth A. Atiwag
	10:16-10:30	Health Break and Open Forum	c/o Facilitator
	10:31-11:45	<i>Phase 1 ASSESS</i> – Strengthening understanding on processes such as identifying and analyzing priority improvement areas, listening to the voice of stakeholders, root cause analysis, setting of general objectives, and planning worksheet	Emmanuel C. Ubuan Ferdinand A. Malagyab Agustina B. Loton Crescencia M. Naoy
	11:46-12:00	<i>Open Forum/Workshop and Reporting of Output– Accomplishing the Planning Worksheet (sample PIA in KRAs)</i>	
	12:00-1:00	Lunch Break	
	1:00-2:00	<i>Continuation of Open Forum/Workshop and Reporting</i>	
	2:01-3:15	<i>Phase 2 PLAN</i> – Strengthening understanding on reviewing the general objectives and targets, formulation of solutions, and developing and writing the project designs, SIP, and AIP	Sally P. Feken Henry A. Alunday Emily B. Langkit Corazon G. Bravo Agustina N. Lomeng Robert B. Binhaon Josefina B. Balisong
	3:16-3:30	Health Break and Open Forum	
	3:31-5:00	<i>Workshop and Reporting of Output – Preparing Project Workplan and Budget Matrix, and Annual Implementation Plan</i>	
DAY 2	7:30-7:59	Arrival, Triage, and Registration	Health and Nutrition Section/ Secretariat
	8:00-8:15	Management of Learning	c/o Medea Maria C. Vallejo
	8:16-10:00	<i>Phase 3 ACT</i> – Strengthening understanding on testing and reviewing the proposed solutions, and rolling out the solutions	Feliciano L. Agsaoy Jr. Ramonchito A. Soriano Karen W. Tabanganay
	10:01-10:15	Health break and Open Forum	
	10:16-12:00	<i>Workshop and Reporting of Output – Preparing Communication Plan, Training and other intervention plans, and monitoring & evaluation plan</i>	Joan M. Ranjo Nick C. Sumarita Thelma B. Galicia
	1:00-2:25	Strengthening understanding of PPMP and APP Preparation	
	2:46-3:00	<i>Open Forum and Health Break</i>	Sixto Lang-ay / Nilda Mendoza
	3:01-4:00	Monitoring and evaluation mechanisms and processes	Federico C. Flores Jr.
	4:01-5:00	Closing Program	c/o Facilitator

*May subject to change due to evolving health restrictions/protocols



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SCHOOLS DIVISION OF TABUK CITY



ACTION PLAN

Crafting of Enhanced School Improvement Plan (ESIP) 2022-2025

Name of School: _____

School ID: _____

District: _____

Time-line	PHASES/ACTIVITIES	TIME FRAME		Estimated Budget	Key Persons Involved	MOVs/OUTPUTS
		From	To			
NOVEMBER 2021 TO MARCH 2022	PREPARATORY					<p>Note: As one of the preparatory activities, the accomplishments and Evaluation report of SIP 2019-2022 and School Learning Continuity Plan (SLCOP) should be prepared, which can be part of the needed data in the SRC</p> <ol style="list-style-type: none"> (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, activity completion report, etc.)
	Step 1. Prepare for SIP Development					
	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					

Time-line	PHASES/ACTIVITIES	TIME FRAME		Estimated Budget	Key Persons Involved	MOV's/OUTPUTS
		From	To			
NOVEMBER 2022 TO MARCH 2022						
	Phase I: ASSESS					
	Step 2. Identify / Review Priority Improvement Areas (PIAs)					(1) Documentation of the discussion (Narrative Report)
	Activity 2.1 Present and discuss the information gathered during the preparatory activities					(2) Initial list of improvement areas
	Activity 2.2 Identify / review the PIAs					(3) GAP analysis template (Annex 3)
	Step 3. Analyze the PIAs					(4) PIA template (Annex 4)
	Activity 3.1 Set general objectives					(5) PIA column of the planning worksheet (Annex 5)
	Activity 3.2 Organize the Project Teams					(6) Accomplished general objectives and year columns of the planning worksheets (Annex 5)
	Activity 3.3 Listen to the voice of the learners and other stakeholders					(7) Project team members list with roles and responsibilities or team charter
	Activity 3.4 Analyze the school processes					(8) List of possible factors affecting your assigned PIA
	Activity 3.5 Select area of focus					(9) Documentation from FGDs, interviews or home visits
	Activity 3.6 Do root cause analysis					(10) Flowchart of the school processes relevant to each PIAs with storm clouds
	Activity 3.7 Present root cause to SPT					(11) Documentation of interviews and observations
						(12) Problem statement based on area of focus
						(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, activity completion reports, letters/memoranda, etc.)

Time-line	PHASES/ACTIVITIES	TIME FRAME		Estimated Budget	Key Persons Involved	MOV/OUTPUTS
		From	To			
JUNE 2022 TO DECEMBER 2022	Phase II: PLAN					
	Step 4. Review general objectives and targets					(1) Root cause column in the planning worksheet (Annex 5)
	Step 5. Formulate solutions					(2) List of possible solutions
	Step 6. Develop project designs					(3) Project work plan and budget matrix
	Step 7. Write the SIP					(4) SIP with signature of SPT members
	Step 8. Prepare the Annual Implementation Plan (AIP) *Submit copy to DO/SGOD					(5) Accomplished AIP template
	SIP Appraisal and SIP Finalization	May 2022	July 2022		Division Team	(6) Other related documents (i.e., minutes, pictorials, activity completion reports, letters/memoranda, etc.)
	Phase 3: ACT					Fund for the appraisal will be from DO fund
	Step 9. Test the solutions					(1) Data results from testing the solution
	Step 10. Roll out the solutions					(2) Communication plan to concerned stakeholders (process owners)
	Step 11. Check progress of AIP					(3) Training Plan and other interventions to roll out solutions
**SRC updating and communication plan					(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, activity completion reports, letters/memoranda, etc.)	

Prepared by: _____

Noted: _____

Date: _____

Date: _____

School Head _____

PSDS _____