



DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OFFICE

NEGROS ORIENTAL

Empowering the Path to Educational Excellence



March 8, 2016

Division Memorandum

No. /37 s, 2016

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 178, S. 2016 ENTITLED
DIVISION ROLL-OUT OF THE ENHANCED SCHOOL IMPROVEMENT PLANNING (SIP)
PROCESS AND THE SCHOOL REPORT CARD (SRC)**

To : Chiefs, CID & SGOD
Public Schools District Supervisors/District In Charge
Public Elementary & Secondary School Heads

1. The roll-out of the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC) shall be done in the following schedules:

Date	Venue	Districts	No. of Participants
March 11-12	Mabinay District 1	Mabinay 1 (Elementary)	10
		Mabinay 2 (Elementary)	13
		Mabinay 3 (Elementary)	13
		Mabinay 4 (Elementary)	14
		Mabinay Secondary School Heads	14
TOTAL NUMBER OF PARTICIPANTS			64
March 11-12	Amlan Central School	Sibulan South (Elementary)	7
		Sibulan North (Elementary)	12
		Amlan (Elementary)	10
		San Jose (Elementary)	13
		Valencia (Elementary)	20
TOTAL NUMBER OF PARTICIPANTS			62
March 11-12	Sta. Catalina NHS	Sta. Catalina South (Elementary)	14
		Sta. Catalina North 1 (Elementary)	12
		Sta. Catalina North 2 (Elementary)	17
		Siaton West 2 (Elementary)	11
		Siaton West 1 (Elementary)	14
TOTAL NUMBER OF PARTICIPANTS			68
March 16-17	Manjuyod SPED Center	La Libertad (Elementary)	27
		Tayasan (Elementary)	27
		Manjuyod 1 & 2 (Elementary)	27
		La Libertad (Secondary)	2
TOTAL NUMBER OF PARTICIPANTS			73
March 16-17	Bindoy 1	Bindoy 1 (Elementary)	18
		Bindoy 2 (Elementary)	11
		Ayungon (Elementary)	31
		Bindoy 1 & 2 (Secondary)	3
TOTAL NUMBER OF PARTICIPANTS			63

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Date	Venue	Districts	No. of Participants
March 18-19	Siaton East District	Bacong (Elementary)	10
		Dauin (Elementary)	13
		Zamboanguita (Elementary)	13
		Siaton East (Elementary)	19
		Siaton East (Secondary)	9
TOTAL NUMBER OF PARTICIPANTS			64
March 21-22	Canlaon District	Canlaon (Elementary)	23
		Jimalalud (Elementary)	24
		Canlaon (Secondary)	8
		Jimalalud (Secondary)	3
TOTAL NUMBER OF PARTICIPANTS			58
March 21-22	Jose Marie Locsin MHS	NDHS	2
		Tayasan (Secondary)	4
		Ayungon (Secondary)	5
		Manjuyod (Secondary)	5
		Amlan (Secondary)	4
		San Jose (Secondary)	4
		Sibulan North (Secondary)	7
		Sibulan South (Secondary)	4
		Bacong (Secondary)	3
		Dauin (Secondary)	7
		Sta. Catalina North 1 (Secondary)	4
		Sta. Catalina North 2 (Secondary)	6
		Sta. Catalina South (Secondary)	5
		Siaton West 1 (Secondary)	4
		Siaton West 2 (Secondary)	3
		Valencia (Secondary)	4
		Zamboanguita (Secondary)	4
TDAL NUMBER OF PARTICIPANTS			75

2. Participants to this Division Enhanced SIP Process and School Report Card Workshop are all public elementary and secondary school heads (with and without items).

3. All participants must bring relevant data using the SIP templates uploaded in the depednegor website on resources.

4. Two breakfast, two lunch, am and pm snacks for two days and one dinner on the first day will be served during the training.

5. A registration fee of **EIGHT HUNDRED PESOS (Php800.00)** shall be collected per participant except the trainers to defray expenses for the meals and materials.

6. Expenses on travel for both trainers and participants including the registration fee of participants only shall be charged against school MOOE all subject to the usual accounting rules and guidelines.

7. Participants planning to get billeted in the host district must inform through its PSDS so that the host district can prepare.
8. Participants must be at the training venue before 8:00 o'clock in the morning of day 1 & 2.
9. Attached is a training matrix for the guidance of everyone.
10. Host venue must prepare LCD projector, the venue with chairs and tables, structured back drop, public address system and a short but meaningful opening program.
11. Trainers on duty and participants during March 12 and 19 which are Saturdays shall be entitled to one (1) day non-monetary Compensatory Time Off per day.
12. For widest dissemination.

for: **LELANIE T. CABRERA, CESE**
Assistant Schools Division Superintendent
Officer-in-Charge

DEXTER Z. AGUILAR, CESE
Assistant Schools Division Superintendent

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Enhanced SIP & SRC Process Training Matrix

Day 1:

Time	Activities
07:30-08:00	Registration
08:00-08:30	Opening Program
08:30-10:30	Rationale: Why the Enhancements? What were Enhanced?
10:30-12:00	Step 1: Preparing for SIP Development Organizing SPT Convening and Orienting SPT
12:00-01:00	Lunch Break
01:00-03:30	ASSESSING THE SIP Step 2: Identifying/Reviewing PIAs Step 3: Analyzing the PIAs 3.1 Setting General Objectives 3.2 Organizing the project teams 3.3 Listening to the voice of the learners & other stakeholders 3.4 Analyzing the school process 3.5 Selecting the area focus 3.6 Doing the root cause analysis 3.7 Presenting the root cause to the SPT

Day 2:

Time	Activities
07:30-08:00	Management of Learning
08:00-09:30	PLANNING Step 4: Reviewing general objectives and targets Step 5: Formulating Solutions Step 6: Developing Project Designs
09:30-12:00	Step 7: Writing the SIP Step 8: Preparing the AIP
12:00-01:00	Lunch
01:00-03:00	ACTING Step 9: Testing the Solutions Step 10: Rolling out the Solutions Step 11: Checking the progress of AIP
03:00-04:00	Communicating Processess
04:00-05:00	CLOSING PROGRAM