



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF TACLOBAN CITY

DIVISION MEMORANDUM

No. 435 s. 2022

DATE : September 21, 2022

TO : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
FUNCTIONAL DIVISION CHIEFS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : MARIZA S. MAGAN EdD, CESO V

Schools Division Superintendent

SUBJECT : COORDINATION MEETING WITH SCHOOL MANAGERS AND SUPERVISORS
RE: PREPARATIONS ON THE CRAFTING OF 2023-25 ENHANCED SCHOOL
IMPROVEMENT PLAN

1. The Schools Division of Tacloban City through its SGOD- Planning & Research Section shall conduct a *"Coordination Meeting With School Managers And Supervisors Re: Preparations On The Crafting Of 2023-25 Enhanced School Improvement Plan"* on September 29, 2022 (Thursday) at a venue to be announced later.
2. The activity aims to present the salient points and processes of the Enhanced School Improvement Plan (E-SIP) particularly the framework and templates contained such as the school-community templates and its analysis and interpretations; school planning worksheet; the Annual Implementation Plan and the Work and Financial Plan.
3. Participants of this activity shall be the *School Heads of all public elementary and secondary schools within the Division and the Public School District Supervisors*. Proxy can only be allowed if utmost necessary. The activity will only last for a one whole-day.
4. There will be a **REGISTRATION FEE of Seven Hundred Pesos (Php700.00)** per participant to defray the expenses for the venue and meals (lunch and snacks) charge to local school MOOE, subject to the usual accounting and auditing rules and regulations. Implementing Units (IUs) schools shall pay the registration fee to the Division Cashier before September 15, 2022, while Elementary Schools and Non IUs schools registration fee will be deducted from their respective MOOE.
5. For further inquiries and clarifications, please coordinate with JADE BAUTISTA CALLEJA, Senior Education Program Specialist, Planning & Research Section (Cellphone No. 0977-351-2054).
6. Immediate dissemination and compliance of this memorandum to all concerned are earnestly desired.



PLANNING AND RESEARCH SECTION
Address: 3rd Floor, DepEd – Tacloban City
Real Street, Tacloban City 6500
Tel. No. (053) 321-8081
Email Add: planningoffice_taclobandiv@yahoo.com



REL
Date: 9/21/22
Time: 11:54
Signature: / PRS/2022/09/21

ANNEX 1: EXPECTED PARTICIPANTS

Elementary School Heads	-	48
Secondary School Heads	-	13
Public School District Supervisors	-	10
Division Office Management	-	2
Planning & Research Section	-	2
	=====	
TOTAL	-	75

ANNEX 2: BUDGETARY MATRIX

MEALS, VENUE, ACCOMMODATION, SUPPLIES, HONORARIUM, ETC.				
Quantity	Unit	Description	Unit Price	Total
70	pax	Food (AM Snack, Lunch and PM Snack, Venue * 70 pax x PhP600 = PhP42,000		42,000.00
TOTAL				P42,000.00
CHARGED TO REGISTRATION OF PARTICIPANTS				

Prepared by:



JADE B. CALLEJA

Senior Education Program Specialist, PRS



Timeline for the E-SIP 2023-2025 preparation and submission

Activities	Documentary Requirements	Persons Involved	Suggested Time Frame
Pre-Planning Activities			
Gather and organize necessary data	School Community Data Template (Annex 1A) Child Mapping Tool (Annex 1B) School Report Card Child Friendly School Survey (Annex 2A) Child Protection Policy Implementation Checklist (Annex 2B) School Watching Checklist and Hazard Map (Annex 2C)	School Head SDRRM Coordinator EBEIS Coordinator ICT Coordinator CPP Coordinator Selected team	1 st week October 2022
Form the School Planning Team (SPT); Convene the SPT for orientation of the following:	List of members of SPT with their roles and responsibilities. SPT Timetable Sharing of DepEd's mission, vision, core values and division goals. E-SIP key features and principles, cycle and phases	School Head as the Team Leader Student Representative Teacher Representative Parent Representative Barangay LGU Representative Member of BDRRMC Member of School Child Protection Committee Alumni Representative	2 nd Week October 2022
Phase 1: ASSESS			
Identify/Review Priority Improvement Areas			
Present and discuss the information gathered during the preparatory activities	Documentation of discussion Initial list of improvement areas Gap Analysis Template (Annex 3)	School Planning Team	2 nd Week of October 2022

Identify/Review the Priority Improvement Areas (PIAs)	PIA Template (Annex 4) First column of the Planning Worksheet (Annex 5)	School Planning Team	
Analyze the Priority Improvement areas			
Set the General Objectives	Objectives and Year columns in the Planning Worksheet (Annex 5)	School Planning Team	2 nd Week of October 2022
Organize the Project Teams	List of Project Team members	Project Team	
Listen to the Voice of the Learners and other stakeholders	Documentation from FGDs, interviews and home visits	Project Team	3 rd week of October 2022
Select Area of Focus	Problem statement based on your area of focus	Project Team	
Do root cause analysis	Diagrams showing the root cause	Project Team	
Present the root cause to the SPT	Presentation in power point or hard copy of the root cause with the supporting data, process flowchart and area of focus.	Project Team with the SPT	
Phase 2: PLAN			
Review General Objectives and Targets	Root Cause column in the Planning Worksheet (Annex 5)	School Planning Team	3 rd Week of October 2022
Formulate solutions	List of possible solutions	Project team	
Develop Project Designs	Project Work Plan and Budget Matrix	Project Team	
Write the School Improvement Plan	SIP with signatures of SPT members	School Planning Team	1st Week of November 2022
Prepare the Annual Improvement Plan	AIP template	School Planning Team	
Phase 3: ACT			
Test the Solutions	Data result from testing the solutions Communication plan to concerned stakeholders (process owners)	Project Team	Spread out within the school year
Roll out the solutions	Training plan and other interventions to roll out the solutions/gathered feedback from the concerned stakeholders		
BACK TO ASSESS			
Check progress of AIP	AIP/Project Monitoring Report Recommendations/action points may be used to adjust, modify and write the AIP for the following year. Updated School Report Card based on the results and reports.	SPT School Project Team	Middle and end of the implementation period
REPORTING OF SRC to stakeholders during midyear and year end.			

Schedule of E-SIP and AIP presentation for evaluation and technical assistance.

SCHOOL	DISTRICT	SUGGESTED DATES	VENUE
1.Lucio Vivero Central School	1		
2.Kapuso Village Integrated School			
3.Sta. Elena Elem. School			
4.Old Kawayan Elem. School			
5.Tagpuro Elem. School			
6.Villa Sofia Elem. School			
7.St. Francis Integrated School			
8.Ridge View park Integrated School			
9.Sto. Nino Elem. School			
10.North Hill Arbours Integrated School			
11.Greendale Residences Integrated School			
12.Guadalupe Heights Integrated School			
13.New Hope elem. School			
14.Northern Tacloban City National High School			
15.Tigbao Diit Central School	2		
16.B. Bulante Elem. School			
17.Camansihay Elem. School			
18.Cabalawan Elem. School			
19.Bagacay Elem. School			
20.Scandinavian Elem. School			
21.San Roque Elem. School			
22.Lorenzo Daa Memorial School			
23.tacloban City national High School			
24.Antonio Balmes National High School			
25.Scandinavian National High School			
26.Kapangian Central School	3		
27.Mercyville Elem. School			
28.Palanog Elem. School			
29.Palanog Resettlement Elem. School			
30.Basper Elem. School			
31.Salvacion Elem. School			
32.Tacloban National Agricultural School			
33.City Central School	4		
34.Bayanihan Elem. School			
35.Nula.Tula Elem. School			
36.Bliss Elem. School			
37.Layte National High School	5		
38.Rizal Central School			
39.RTR Elem. School			
40.Sto. Nino Senior High School	6		
41.Panalaron /central School			
42.Sto. Nino Sped Center			
43.Anibong Elem. School			
44.Anibong Night High School			

45.Cirilo Roy Montejo High School			
46.San Fernando Central School	7		
47.Judge Antonio R. Montilla Sr. Elem. School			
48.Utap Elem. School			
49.DVQ Memorial School			
50.Tacloban City Night High School			
51.Sagkahan Central School	8		
52.Caibaan Elem. School			
53.Sagkahan National High School			
54.Marasbaras Central School	9		
55.Dr. AP Banez Memorial School			
56.V&G Memorial School			
57.Marasbaras national High School			
58.V&G National High School			
59.San Jose Central School	10		
60.Fisherman's Village Elem. School			
61.Manlurip Elem. School			
62.San Jose National School			
63.San Jose Night High School			