



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
DIPOLOG CITY 7100



RECORDS SECTION  
DepEd - Division of Zambo. Norte

JAN 23 2019  
Date: \_\_\_\_\_ BY: \_\_\_\_\_  
RELEASED

**MEMORANDUM**

**TO :** Public Schools District Supervisors  
Principals / School Heads both Elementary and Secondary  
All other concerned

**FROM :** Office of the Schools Division Superintendent

**SUBJECT :** Enhanced School Improvement Plan (ESIP) CY: 2019 – 2021

**Date :** January 23, 2019

1. Pursuant to Memorandum dated November 27, 2018 from the office of the ATTY. REVSEE A. ESCOBEDO, Assistant Secretary for Project Management, BHRD, & Field Operations Re Appraisal Process of School Improvement Plan and the preparation of another cycle of Enhanced School Improvement Plan (ESIP) and Regional Advisory dated January 8, 2019 on the same information, the Schools Division of Zamboanga Del Norte requires all concerns to comply said mandate in accordance to the following schedules:

Dates	Nature of Work / Activities	Persons Responsible
January 15 – 31, 2019 (3 <sup>rd</sup> & 4 <sup>th</sup> week of January)	<b>SIP CY: 2016 - 2018 Assessment</b> <ul style="list-style-type: none"><li>• Use SIP Chapter IV – Monitoring and Evaluation Template</li><li>• SRC SY: 2018 – 2019 Reporting (Annex 11- SRC Summary Template with 19 data ready for uploading)</li></ul>	School Head School Planning Team (SPT) Project Team Leader (PTL)
February 1-15, 2019 (1 <sup>st</sup> & 2 <sup>nd</sup> week of February)	<b>Prepare for SIP CY: 2019-2021 Development</b> <ul style="list-style-type: none"><li>• Form the SPT</li><li>• Gather and organize necessary Data (Annexes 1A, 1B to 11, 12A, &amp; 12B SRC's)</li><li>• Convene SPT for orientation, vision sharing and scheduling</li></ul>	School Head SPT and their teacher members
February 16-28, 2019 (3 <sup>rd</sup> & 4 <sup>th</sup> week of February)	<b>Crafting of SIP CY: 2019 - 2021</b> <ul style="list-style-type: none"><li>• Present School Data</li><li>• Identify and Review PIA's</li><li>• Listen to the voice of learners &amp; other stakeholders</li><li>• Analyze the school processes, select area of focus, and present the root cause to SPT</li></ul>	School Head SPT SIP organizer / writer
March 1-15, 2019 (1 <sup>st</sup> & 2 <sup>nd</sup> week of March)	<b>Submit SIP CY: 2019 - 2021 for Division QATAME Approval (By District) with the ff. attachments:</b> <ul style="list-style-type: none"><li>• PSDS Indorsement</li><li>• AIP Year 1 – SY: 2019 – 2020</li><li>• Project Monitoring Forms for Year 3 of the Previous Cycle</li></ul>	PSDS School Head Division SIP QATAME
March 16-31, 2019 (3 <sup>rd</sup> & 4 <sup>th</sup> week of March)	<b>Upload Approved SIP CY: 2019 – 2021 and SRC SY: 2018-2019 Annex 11</b> <ul style="list-style-type: none"><li>• Online link to follow</li></ul>	PSDS School Head District & School ICT Coordinators

2. For SIP annexes templates, you may refer to DepEd Order No. 44, s. 2015 "Attachments". SIP Outline, Sample Table of Contents, SPT & QATAME Certification, and PSDS Endorsement are herein attached.
3. All Expenses incurred in this activity will be charged to School Local Funds/MOOE subject for accounting and auditing rules and regulations.
4. For immediate dissemination and compliance.

# SIP OUTLINE

As of January 15, 2019

<b>Cover Page</b>	: District, School, & School ID / CY: 2019 – 2021 / Name & Position of School Head
<b>PSDS Endorsement</b>	: Follow Sample PSDS Endorsement
<b>QAME Certification</b>	: Follow Sample QATAME Certification
<b>Table of Contents</b>	: Follow suggested sequence of the SIP Checklist

- I **VMV**
  - 1 page- Vision with School Reflection
  - 1 page- Mission with School Reflection
  - 1 page- Core Values with School Reflection
- II **School's Current Situation (Narrative presentation based on Annex 1A [I – IV])**
  - I - School Profile
    - A. Geography
    - B. Learning Environment
    - C. Teachers
    - D. Children and Health safety
    - E. Status of priority Improvement Projects or CI Projects
    - F. Stakeholder Support to Education
    - G. Fund Sources
  - II - Situation of Children/Learners **ACCESS** – In & Out of School
    - 1. Children Not In School
    - 2. Children Enrolled In School
  - III - Situation of Children/Learners **ACCESS** – Attendance & Retention
    - 3. Attendance
    - 4. Dropout
  - IV - Situation of Children/Learners **QUALITY**
    - 1. Promotion Graduation Rates
    - 2. Mean Percentage Score (based on NAT Achievement Test)
    - 3. Literacy Level (Phil-IRI English & Filipino)
    - 4. Awards and Recognition (top 3)
- III **Planning Worksheet (Timeframe: 2019 / 2020 / 2021)**
  - 1 page for Planning Worksheet for ACCESS
  - 1 page for Planning Worksheet for QUALITY
  - 1 page for Planning Worksheet for GOVERNANCE
    - Sample for Governance
      - SBM Assessment Level (from Developing to Maturing)
      - Provision of Facilities (Construction/ Repair/ Furniture / IM's/ Sports Equipment, etc.)
      - Administration (Promotion/Upgrading/Training/Stakeholders Involvement/school policies/site titling/conflicts etc.)
      - Finance (MOOE/IGP/Donations/SEF/Canteen, etc)
- Note:**
  - 1. PIA should be in a problem statement
  - 2. PIA copy to Annex 9 under Problem Statement
  - 3. Gen. Objectives in Chapter III should be found/ reflected in Annexes 9 & 10 and Chapter IV
  - 4. Root cause/s copy to Annex 9
  - 5. Annex 9 Data copy to Annex 10 (except Problem Statement / PIA)
- IV **Monitoring & Evaluation Report Form – page 29 HandBook**
  - 7 Columns, Fill up only 3 columns, leave the 4 columns for the comments of the Monitoring / Project Team

## ANNEXES:

- 1A & B up to 12 A & B
- To be presented / arranged by page are only:
  - Annex 1A – School Community Data
  - Annex 9 – Project Work Plan and Budget Matrix
    - Activity Guide:**
      - 1. Identification of ...
      - 2. Conference of ...
      - 3. Permission ...
      - 4. Implementation proper ...
      - 5. Monitoring & Evaluation ...
- Bottom part of Annex 9 is the Project Team at least 3 teachers (headed by school head)
- Annex 10: Annual Implementation Plan (AIP)



## Table of Contents

- I – VMV with School Reflection**
- II – School’s Current Situation**  
(Narrative based on Annex 1A – I to IV)
- III – Planning Worksheet**  
(Remove Annex 5Print)
- IV –Monitoring & Evaluation Report Form (from page 29)**  
School – Community SIP Team  
2019 Annual Improvement Plan  
2019 Approved School Operational Budget (SOB)

## Annexes

- 1. 1A – School –Community Data Template
  - 2. 1B – Child Mapping Tool
  - 3. 2A – Child –Friendly Tool Survey
  - 4. 2B – Child Protection Policy Implementation checklist
  - 5. 2C – Student-led School Watching and Hazard Mapping
  - 6. Gap Analysis Template
  - 7. Identifying Priority Improvement Areas
  - 8. Root Cause Analysis Overview
  - 9. Project Work Plan and Budget Matrix (page 97)
  - 10. 2016 Annual Implementation Plan (AIP) (page 98)
  - 11. \_\_\_\_ SRC Summary of Information
  - 12. \_\_\_\_ Basic SRC Template
  - 13. \_\_\_\_ Advance SRC Template
- } choose only 1



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\_\_\_\_\_  
(District)

## **ENDORSEMENT**

\_\_\_\_\_  
Date

This is to formally endorse the ESIP CY: 2019 – 2021 of

\_\_\_\_\_  
School

\_\_\_\_\_  
District

As presented by \_\_\_\_\_

\_\_\_\_\_  
Name of School Head

to become an official roadmap of the school, with the help of the community and other stakeholders, to be undertaken within a period of three (3) consecutive school years with the main objective of improving the three key result areas in basic education: Access, Quality, and Governance. This ESIP was evidence-based, result-based, and learner-centered. This was prepared by School- community Planning Team as the fundamental of School-Based Management (SBM).

Recommending Approval

\_\_\_\_\_  
Public School District Supervisor



Republic of the Philippines  
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DIPOLONG CITY 7100



Division ESIP QATAME  
**CERTIFICATION**

This is to Certify that the Enhanced School Improvement Plan (ESIP) CY: 2019 – 2021 of

\_\_\_\_\_  
(School)

Headed / managed by \_\_\_\_\_

(Name of School Head)

has been verified and checked by the SIP Quality Assurance Technical Assistance  
Monitoring and Evaluation (QATAME) Team, this division.

WILSON H. INDING  
SEPS - SMM&E

JESSIE E. ELACAN  
SEPS – SMNU

LEONIDO A. PAMPILO, JR.  
SEPS – P&R

EVELYN G. LABAD  
EPS CID - LRMDS

Recommending Approval:

JOY E. LETRAN- SINGSON, E.M.D.  
CES – SGOD

APPROVED:

PEDRO MELCHOR M. NATIVIDAD, CSEE  
Schools Division Superintendent



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\_\_\_\_\_  
(District)

\_\_\_\_\_  
(School)

**Prepared by the School-Community Planning Team  
composed of the following:**

	<b>SPT Member Name:</b>	<b>Signature</b>
1. School Head – Team Leader	_____	_____
2. Student Representative	_____	_____
3. Teacher Representative	_____	_____
4. Parent Representative	_____	_____
5. Barangay LGU Representative	_____	_____
6. Member of the BDRRMC	_____	_____
7. Member of the School Child	_____	_____
Protection Committee	_____	_____