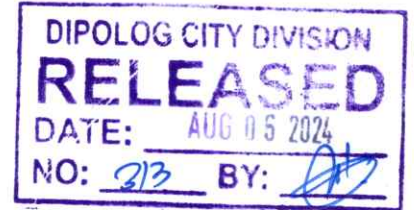




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



August 5, 2024

DIVISION MEMORANDUM

No. 313, s. 2024

**CRAFTING OF SCHOOL IMPROVEMENT PLAN FOR THE FISCAL YEAR
2025 (SCHOOL YEAR 2024 TO SCHOOL YEAR 2028)**

TO : Assistant School Division Superintendent
Chief Education Program Supervisor-CID & SGOD
Division and District Supervisors
OSDS & SGOD Personnel
School Heads/Administrators
Other Concerned Personnel
This Division

1. Pursuant to DepEd order No. 24, s. 2022, otherwise known as the Adoption of the Basic Education Development Plan 2030 and as stipulated in the said issuance that the School Improvement Plan (SIP) provides a roadmap that lays down specific interventions that a school, with the help of the community and other stakeholders, will undertake within the period of three consecutive years (2022-2025 & 2025-2028).
2. At the school level, the SIP must be able to articulate the school's strategies for making the teaching and learning process more effective and inclusive and strengthening the learning environment to uphold the rights of children and learners. It should also contain strategies on participative management, stakeholders' collaboration, School Governance Councils, and a revised SBM framework.
3. Moreover, all schools are directed to mainstream and operationalize the BEDP Strategies and outputs, the MATATAG Agenda, and align their plans, programs, projects, and activities to the DEDP 2028 which should lead towards achieving the common goals and outcomes of the Department.
4. With this, **the Division Office will conduct a training-workshop in crafting the School Improvement Plan (SIP) for FY 2025 (SY 2024 to 2028) on August 19 to 21, 2024 at 8:00 AM in Mibang Hotel.**



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5. All school heads are expected to accomplish all SIP forms as part of the prework before the scheduled workshop. Please bring your laptop and other necessary documents needed to craft the said SIP. You may access the SIP forms thru this one-drive link: <https://bit.ly/SIPSDODipolog2024>.
6. Enclosed are the Indicative Program of Activities (Enclosure 2) and School Improvement Plan (SIP) Timeline (Enclosure 3).
7. Participating school heads and non-teaching personnel (Enclosure 1) shall be entitled to compensatory overtime credit (COC)/service credit.
8. For more information, you may contact Atty. Terence Eyre Belangoy-SEPS Planning & Research or Ms. Marie Antoinette F. Nazareth, Planning Officer II through their cellphone numbers: 09987901065 or 09235861403 respectively.
9. Immediate dissemination of this memorandum is highly desired.

MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent



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ENCLOSURE 1

LIST OF PARTICIPANT

SCHOOL		ADMIN. OFFICER II	SCHOOL HEAD
EAST DISTRICT			
ESTAKA ES	A	MELODY O. RANOCO	Lyn Ablao Carpio
TURNO ES	C		Psyche Gandola Macute
LINABO ES	B	GINA B. YUSOP	Jimmy Tanudra Gemina
ST. JOHN ES	B		Erma Palma Ajero
UPPER DICAYAS INTEG. SCH.	B	NEW AO	Ferdinand Recamara Cornelio
MINAOG ES	B	BLEIZE GUMELA	Ramil Velos Adaro
STO. NINO ES	B		Leonardo Baes Obnimaga
DICAYAS ES	B		Elmer Molde Omandam
GULAYON IS	B	LOUBERT LYLE	Ma. Riza Zamoras Lagroma
LUGDUNGAN ES	B	POCULAN	Verlina C. Torres
ZNNHS	A	JO ANNE ABAD	Joselito Salac Tizon
ZNNHS-TURNO	C	CHRISTINE L. VALLECER	Virginia Enderez Tagab
WEST DISTRICT			
MIPUTAK EAST CS	A	ELSIE C. MANGINSAY	Kent Mananquil Adolfo
STA. ISABEL ES	A		Sunny Omag Zapanta
GALAS ES	B	JEANNE FAYETTE A. LABADAN	Georgina Guevara Cielo
TUBOD IS	A		Ma. Teresita Lawan Ronolo
STA. FELOMINA IS	A	GENEVIEVE BERMUDEZ	Gina Derama Regencia
MAGSAYSAY ES	A		Gemini Dalmacio Noel
MIPUTAK NHS	A	EDELENE T. CILOCILO	Jonald Langyon Noli
GALAS NHS	B	WILLIAM M. REFUGIO	Jose Rey Arcaba Adriatico
NORTH DISTRICT			
DIPOLOG PILOT DS	A	GINA TAN CAERMARE	Remegio Dapurgan Gabonada
DIPOLOG SPED CENTER	A		Remryan Reasonable Rebutazo
BIASONG ES	B	PRINCE JACINTO	Nora Angcon Llorito
BARRA ES	B		Sharika Duran Jumawan
SICAYAB ES	B	EVANGELINE MUTIA	Annabel Baynosa Gatchalian
SICAYAB NHS	B	ROSELYN GO	Gina Obnimaga Reganion
DIPOLOG CITY NHS	A	LENY D. DEL VALLE	Loela Recososa Ben-eli
SOUTH DISTRICT			
PUNTA CS	B	KRISTINE KAYE DAGPIN	Micherose Santillana Saladaga
LAOY OLINGAN ES	A		Susan Ontolan Padayhag



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STA. CRUZ ES	A	MICHELE GRACE PESQUIRA	Susana Baes Perong
SANGKOL ES	C	ROSMEBEL JOTOJOT	Macias Dalanpan Regañon Jr.
SINAMAN IS	B		Emil Enoy Banua
SAN JOSE ES	B	NEW AO	Nellie B. Mercado
SAN ALFONSO ES	B		Mariavi Enao
OLINGAN SOUTH ES	A	EVELYN E. MANDAO	Ferdinand Butid Dinampo
OLINGAN ES	A	ANNA MAY C. ALERIA	Ma. Fe Grace Pinute Dinampo
DIWAN ES	C	JINGLE PESQUIRA	Venus James Catipay
VIRGINIA ES	C		Lydia Tomarong Etrone
COGON NHS	C	FEBE ARIANNE PAGULONG	Maria Liza Elope Valdehueza
COGON ES	C		Jazelda Demetita Sy
PAMANSALAN ES	C	JOHN LEO M. SAMANTE	Judith Gutiera Nieves
PAMANSALAN ETHS	C		Noel Galon Solis
GUINSANGAAN ES	C	NEW AO	Granifer Aninon Jauculan
CAYASAN ES	C		Ricardo Acorin Dagpin
LINAY ES	C	ARNILDO VILLAMORA	Rustom Padayhag Camahalan
KEPIYANAN ES	C		Lydia Tomarong Etrone
PUNTA NHS		STEPHEN H. GOYENA	Josefina Sinas Tan
AQUMATSHS		JOY CHRISTINE MAINQUE	Glirod Jane Torres Tindugan
PMT/Resource Person			
Nur N. Hussien-Chief, SGOD			
Alan D. Chiu-OIC-Admin V/DRRm Coordinator			
Atty. Terence Eyre Belangoy-SEP RP			
Ma. Antoinette F. Nazareth-Planning Officer II			
Luisiano S. Murro-SEPS SMME			
Rambelle C. Flores-SEPS HRD			



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Enclosure 2

**DIVISION TRAINING WORKSHOP ON CRAFTING OF SCHOOL
IMPROVEMENT PLAN
FISCAL YEAR: 2025
(School Year 2024 to School Year 2028)**

Date: **August 19-21, 2024**

Venue: **Mibang Hotel**

Participant: **All School Heads & School-based Non-teaching
Personnel**

Program Flow

Time	Activities	In-charge
Day 1 (August 19, 2024)		
7:30AM – 8:00AM	Registration	Ms. Rambelle C. Flores, SEPS- HRD
8:00AM - 9:30AM	Opening Program <ul style="list-style-type: none">• National Anthem• Prayer<ul style="list-style-type: none">• Quality Policy Statement	AVP
	<ul style="list-style-type: none">• Attendance/Check-in	Ms. Marie Antoinette F. Nazareth, Planning Officer II
	<ul style="list-style-type: none">• Opening Remarks	Dr. Rosalio B. Conturno ASDS
	<ul style="list-style-type: none">• Statement of Purpose /Objectives	Nur N. Hussien Chief, SGOD
	<ul style="list-style-type: none">• QAME	Mr. Luisiano S. Murro SEPS, SMME
	<ul style="list-style-type: none">• Message	Dr. Ma. Liza R. Tabilon, CESO V SDS



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9:30AM – 10:15AM	Project Design and Other Salient Points of SIP	Mr. Alan D. Chiu OIC-Admin V/DRRM Coordinator
10:15 AM – 10:30 AM	Health Break	
10:30AM – 12:00AM	Project Design and Other Salient Points of SIP (Continuation)	Mr. Alan D. Chiu OIC-Admin V/DRRM Coordinator
12:00PM – 1:00PM	Lunch Break	
1:00PM – 5:00PM	SIP Workshop	Resource Person/Facilitator
Day 2 (August 20, 2024)		
8:00AM – 8:30 AM	Registration/Preliminary: <ul style="list-style-type: none"> • Nationalistic Song • Recap & Learning Insights/Additional Inputs • Ice Breaker 	Learning Management Team (East & South District)
8:30AM - 10:30AM	SIP Workshop	Resource Person/Facilitator
10:30AM – 10:45AM	Health Break	
10:45AM – 12:00PM	SIP Workshop	Resource Person/Facilitator
12:00 – 1:00PM	Lunch break	
1:00PM - 3:30PM	SIP Workshop	Resource Person/Facilitator
3:30PM – 3:45PM	Health Break	
3:45PM –	SIP Workshop	Resource Person/Facilitator



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5:00PM		
Day 3 (August 21, 2024)		
8:00AM – 9:00 AM	Registration/Preliminary: <ul style="list-style-type: none">• Nationalistic Song• Recap & Learning Insights• Ice Breaker	Learning Management Team (West & North District)
9:00AM - 10:30AM	SIP Workshop	Resource Person/Facilitator
10:30AM – 10:45AM	Health Break	
10:45AM – 12:00PM	SIP Workshop	Resource Person/Facilitator
12:00 – 1:00PM	Lunch break	
1:00PM - 3:30PM	Presentation of SIP Workshop Output	SIP Panelist
3:30PM – 3:45PM	Health Break	
3:45PM – 4:00PM	Presentation of SIP Workshop Output	SIP Panelist
4:00PM – 4:30PM	Administration of Self-Evaluation on Revised SBM Framework Tool	Mr. Luisiano S. Murro SEPS, SMME
4:30 – 5:00	Closing Program: <ul style="list-style-type: none">• Distribution of Certificates Ways Forward and Closing Remarks	Top Management
Master of Ceremony: Ms. Rambelle C. Flores, SEPS-HRD		



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Enclosure 3

SCHOOL IMPROVEMENT PLAN (SIP) TIMELINE

Activity	Date	Person/Unit Involved
SIP Workshop with the New SIP Outline	August 19-21, 2024	Resource Person/Facilitator and School Head & School-based Non-teaching
Completion of the SIP	August 29-30, 2024	School Head & School-based Non-teaching
Presentation of the SIP Before the Committee through Monitoring	September 5 – 6, 2024	4 Group Committees (to be created by SDO)
Finalization of the SIP with the integration of the comment/suggestions/recommendation from the members of the Committee to include approval from the office of SDS	September 19-20, 2024	School Head & School-based Non-teaching
Submission to the Division Office a copy of SIP	September 25, 2023	SEPS and EPSA II, SMME