



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF ABRA**

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April 27, 2022

Division Memorandum

No. 125 s. 2022

**ORIENTATION ON SCHOOL IMPROVEMENT PLAN FORMULATION AND PREPARATION FOR THE NEW CYCLE (SY 2022-2025)**

To: **Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Public Schools District Supervisors  
 All Elementary School Heads  
 All Secondary School Heads  
 Concerned SDO Personnel**

1. Pursuant to Republic Act No.9155 also known as Governance of Basic Education Act of 2001, DepEd Order No. 44 s. 2015, "Guidelines on the Enhanced School Improvement Planning Process and the School Report Card (SRC), this office hereby announces to the field to commence the formulation and preparation of the new cycle (SY 2022-2025) of SIP. This is to empower school teams and personnel to expand community participation and involvement, to address issues and concerns of schools for the next three years for the delivery of education services to the learners. The activity will be conducted on May 12-13, 2022 8:00 AM at the 3<sup>rd</sup> floor SDO Conference Hall. Attached is the Schedule of Activities for two days( Enclosure A).

2. This activity will:  
 a. enhance the process and procedure in formulating & preparing the SIP for the new cycle;  
 b. understand the videos for a more strategic and detailed results;  
 c. clarify issues and concerns in the SIP formulation and preparation;

3. Participants to this orientation are:  
 a. Assistant School Division Superintendent  
 b. CES-SGOD and CID  
 c. Public Schools District Supervisors  
 d. All secondary School heads and Integrated School Heads  
 e. One key School Heads/Principal /district  
 g. Accountant III  
 h. Budget Officer  
 i. EPS II-SMME  
 k. Technical Working Group

4. Facilitators/ Speakers to this activity are:  
 a. Lorna B. Llaneza EdD- SEPS-SMME  
 b. Mijurodel B. Rifareal – EPS  
 c. Meldie M. Damian – POIII  
 d. Eugenio P. Millare – P2- An- Anaa IS  
 e. Rynwalter Paa- EPS II- SMME  
 Technical Working Group :  
 a. Marlou Borja – Sound System & ICT Matters  
 b. Merly Bargas & Jahrell Balubar- Foods and materials for the activity



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MEMORANDUM

- c. Kathlyn Galban and Claire Viste - Registration and Attendance
- d. Darren Carino - Health Services

5. Participants are required to bring laptop, extension cords, E- SIP 2019-2022, SRC and PIs for the last three years to be used in the planning and drafting of SIP for the new cycle during the workshop.
6. District roll-out should be conducted by the elementary school heads who participated in this activity with the assistance of the PSDSs.
7. Meeting of facilitators and technical working group before the orientation will be conducted. Schedule will be announced later.
8. Foods and incidental expenses for this activity shall be charged from SDO MOOE while travel expenses of the participants from the field shall be charged from local funds subject to auditing and accounting rules.
9. Immediate dissemination of the memorandum is highly appreciated.

  
**BENILDA M. DAYTACA EdD, CESO V**  
Schools Division Superintendent



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SGOD-SMMR

Enclosure A of DM \_\_\_\_\_ s. 2022

Schedule of Activities  
 May 12-13, 2022

TOPIC/Activity	Time	Facilitator
Registration	7:30 – 8:30	c/o TWG
Opening Program	8:30- 8:45	c/o TWG
Orientation Proper	8:45- 9:45	Lorna B. Llaneza
<ul style="list-style-type: none"> <li>• SIP Overview</li> <li>• Introduction</li> </ul>		
Health Break	9:45– 10:00	
Phase 1		Meldie M. Damian
<ul style="list-style-type: none"> <li>• Plan stage</li> <li>• Video Presentation</li> <li>• Workshop</li> </ul>	10:00 – 12:00	
Lunch Break	12:00-1:00	
Phase 2		Mijurodel Rifareal
<ul style="list-style-type: none"> <li>• Assess stage</li> <li>• Video Presentation</li> <li>• Workshop</li> </ul>	1:00- 2:30	
Phase 3		Eugenio P. Millare
<ul style="list-style-type: none"> <li>• Act Stage</li> <li>• Video Presentation</li> <li>• Workshop</li> </ul>	2:30 – 3:20	
Health Break	3:20-3:30	
School Report Card	3:30-4:20	Rynwalter Paa
Open Forum	4:20-4:45	Participants
Closing Program	4:45-5:00	c/o TWG
<ul style="list-style-type: none"> <li>• Makabayan Song</li> <li>• Challenge</li> <li>• Commitment</li> <li>• Closing Prayer</li> </ul>		

Schedule will be:

- May 12, 2022 - Chiefs, EPSs, PSDSs, Concerned Elementary School Heads,  
 May 13, 2022 - Secondary School Heads, SHs from Integrated Schools,  
 EPS-SGOD, SEPS, AO V, Accountant, Budget Officer



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