



December 22, 2015

DIVISION MEMORANDUM
No. 865, s. 2015

**ENHANCED SCHOOL IMPROVEMENT PLAN (ESIP) TRAINING - WORKSHOP FOR
SECONDARY AND INTEGRATED SCHOOL HEADS**

TO : Assistant Superintendents
Chief Education Program Supervisors
Division Supervisors/Coordinators
District Supervisors/OICs
Secondary School Heads

1. This Office announces the conduct of the **ENHANCED SCHOOL IMPROVEMENT PLAN (ESIP) TRAINING - WORKSHOP FOR SECONDARY AND INTEGRATED SCHOOL HEADS** on January 04 – 08, 2015 at Hotel Fortuna, Borromeo St., Cebu City.
2. The Training-Workshop aims at orienting and retooling our Secondary School Heads on the enhanced school improvement planning using simplified templates and approaches that will ensure that all priority areas are articulated and covered. School Improvement Plan (SIP), as a roadmap of the school operations, shall lay down specific intervention that the school, together with the community and other stakeholders will undertake for the next three (3) years.
3. Participants to the workshop are the 239 Secondary School Heads including Heads of the Integrated Schools.
4. All participants are required to bring the following, to wit:
 - a. Current School Improvement Plan (SIP);
 - b. Annual Improvement Plan (AIP) (for the last 3 years)
 - c. School Operating Budget (SOB) (for the last 3 years);
 - d. Current School Continuous Improvement Plan (CIP);
 - e. School Child Protection Policy Implementation Report (2014 & 2015);
 - f. Duly accomplished School Report Card (SRC);
 - g. Updated Site Development Plan (SDP);
 - h. Municipal Development Plan (MDP);
 - i. Duly accomplished School – Community Data Template; and
 - j. Enhanced School Improvement Plan (ESIP) Manual

(Note: All participants are enjoined to bring all the required documents - complete and accurate)

5. All participants are advised to bring appropriate clothing suited for the activities of the workshop. All participants are likewise expected to be physically fit.
6. The workshop activities starts at 8:00 o'clock in the morning of Day 1, thus, all participants are expected to be at the venue on time. First meal will be lunch of Day 1, while the first snack will be served in the morning of Day 1.
7. Workshop facilitators and staff are directed to be at the venue in the afternoon of Sunday, January 03, 2016 to prepare the venue and the materials of the workshop.
8. Attendance monitoring shall be strictly observed to ensure that all the outputs are done and submitted at the end of the workshop.
9. A registration fee of **FOUR THOUSAND FOUR HUNDRED FIFTY PESOS (P 4, 450. 00)** shall be collected from each participant to defray expenses for the food, hotel accommodation, and venue rental, chargeable against **local SEF/SBM/School MOOE funds**, while expenses for the materials of the workshop shall be chargeable against the **Division InSET Funds**, subject to its availability and the usual accounting and auditing rules and regulations. Travelling expenses of the school participants are chargeable against school MOOE Funds.
10. This serves as **TRAVEL AUTHORITY** of the participants.
11. Immediate dissemination of and strict compliance with this Memorandum is directed.


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