



Republic of the Philippines
Department of Education
 Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
 IPHO Bldg., Sudlon, Lahug, Cebu City



September 13, 2019

DIVISION MEMORANDUM

No. 548, s. 2019

**CORRIGENDUM/ADDENDUM TO DIVISION MEMORANDUM NO. 539, s. 2019
 (ENHANCED - SCHOOL IMPROVEMENT PLAN (E-SIP) DISTRICT ROLLOUT 2019)**

TO : Assistant School Division Superintendents
 Division Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 School Heads/Administrators of Public Elem. & Sec. Schools

1. Relative to the simultaneous District Roll-out of Enhanced School Improvement Plan (ESIP) 2019, which will be conducted on September 16-21, 2019 in the venues to be identified by the Program Management Team of each District, this Office has enjoined all the concerned personnel to be guided with the following changes/additional provisions, to wit:

1.1 Schedule of Activities

Dates	Venues	Activities	Personnel Involved
Sept 16, 2019	District Office/social hall	Dry Run of Sessions	Program Management Team (PMT); Trainers
	Respective Schools	Preparation: Sorting, Validating, Analyzing and Interpreting School Data and SPT Final Briefing	SPT per school
Sept. 17-21, 2019	To be identified by the PMT	District Roll-out of ESIP, SY 2019-2022	PMTs, SPTs, and trainers

1.2 Participants to this District Roll-out are the School Planning Teams (SPTs) of the different schools of each Schools Districts. School Principals are hereby directed to submit the SPT Members on or before Sept. 16, 2019 at the Office of the Schools Division Superintendent.

1.3 The details of the activities for the whole duration of the Roll-out is reflected in the enclosed Training Matrix.

1.4 Meals, snacks, rental and transportation expenses to be incurred by the SPTs relative to their participation in the said activity shall be chargeable against school MOOE/Local/PTA/SEF Funds subject to the usual accounting and auditing rules and recommendations.

1.5 For the rollout evaluation please advise all your participants to use the google link tiny.cc/assessmentesip.

2 This Memorandum serves as **TRAVEL ORDER**.

3 Immediate and wide dissemination of, and compliance with this Memorandum is directed.


RHEA MAR A. ANGTUD, Ed. D.
 Schools Division Superintendent

ENHANCED - SCHOOL IMPROVEMENT PLAN (E-SIP) DISTRICT ROLLOUT 2019

Date : September 16-21, 2019

Venue : _____

Number of Participants: _____

Day 1, Sept. 16, 2019	Preparation: Sorting, Validating, Analyzing and Interpreting School Data and SPT Final Breafing (School & District)				
Time	Day 2 Sept. 17, 2019	Day 3 Sept. 18, 2019	Day 4 Sept. 19, 2019	Day 5 Sept. 20, 2019	Day 6 Sept. 21, 2019
7:30 - 8:00	Arrival and Registration	MOL	MOL	MOL	MOL
8:00 - 8:30	1. Phil. National Anthem 2. Prayer & Sugbo Hymn 3. Welcome 4. Presentation of Participants and Facilitators 5. Rationale and Objectives of the Training 6. House Rules 7. Energizer 8. Mechanics of the Training and Presentation of Training Matrix 6. Levelling of Expectations	Session 6 Analyzing the School Processes (4 hours) F1- F2-	Session 8 SIP QA Tool and Style Guide (2 hours)	Session 11 Continuation of Writing the SIP (4 hours)	Session 12 Preparing the Annual Improvement Plan (AIP) (2 hours) F1- F2-
8:30 - 10:00	Session 1 Overview of the SIP (1 1/2 hours) F1 F2		Session 9 Review of General Objectives and Targets (2 hours) F1- F2-		Session 13 Testing and Rolling Out of Solutions (2 hours) F1- F2-
10:00 - 12:00	Session 2 Identifying the Gaps (With School & DEDP Target) (2 hours) F1 F2		LUNCH BREAK		
1:00 - 3:00	Session 3 Identifying the Priority Improvement Areas (2 hours) F1- F2-	Session 7 Identifying the Root Cause (4 hours) F1- F2-	Session 10 Developing Project Designs (2 hours) F1- F2-	Session 11 Continuation of Writing the SIP (4 hours)	Session 14 Introduction of the Monitoring and Evaluation (Please see attached Sample) (2 hours)

3:00 - 4:00	Session 4 Organizing the Project Team (1 hour) F1- F2-		Session 11 Writing the SIP (2 hours) F1- F2-		Wrap Up/Clearing House (1 hour)
4:00 - 5:00	Session 5 Listening to the Voice of the Learners and other Stakeholders (VOLS) (1 hour) F1- F2-				Closing Program <i>Challenge</i> <i>Inspirational Talk</i> <i>Response</i> <i>Pledge of Commitment</i> <i>Distribution of Certificates of Attendance/Participation</i> <i>Closing Remarks</i>
5:00 - 6:00	Training Management and Staff Debriefing				
<i>Officer of the Day</i>					
<i>Process Observer</i>					
<i>Documenter</i>					