



November 7, 2019

DIVISION MEMORANDUM

No. 693, s. 2019

**GENDER AND DEVELOPMENT (GAD) TRAINING AND SCHOOL IMPROVEMENT PLAN (SIP)
 COACHING WORKSHOP SERIES FOR SCHOOL HEADS**

TO : Assistant Superintendents
 Chief Education Supervisors
 Education Program Supervisors/Coordinators
 District Supervisors/OICs
 Public Elementary and Secondary School Heads
 All Other Concerned

1. School Improvement Plan (SIP) is a roadmap that lays down specific interventions that a school, with the help of the community and other stakeholders, undertakes within a period of three (3) consecutive school years. It aims to improve the three key result areas in basic education: **access, quality, and governance**. It is evidence-based, and child centered. The SIP is central in School-Based Management (SBM) and is prepared by the School-Community Planning Team and it is the basis for the school's Annual Implementation Plan. (2015 SIP Guidebook)

2. The development and implementation of the SIP shall be guided by the following principles:

- a. *The SIP shall be anchored on the DepEd vision, mission, core values, strategies, and on Central, Regional, Division, and school goals;*
- b. *The SIP shall be evidence-and results-based, child-and learner centered.*
- c. *The development of SIP requires innovative and systems thinking, and a mindset of continuous improvement;*
- d. *Gender and Development issues are recognized and shall strictly be observed in all program designs and implementation of schools;*

3. In view of the findings of the Division Review and Appraisal Team during the series of reviews conducted, it has become imperative that coaching sessions must be conducted in order to capacitate the School Planning Team through the School Heads to refine the SIPs of the school and more importantly align all activities in the AIP, SOB and APP. Looking forward then, that school SIPs are implemented and followed for the next three (3) years.

4. In this connection, a series of coaching sessions will be conducted on the following dates and venues, to wit:

Areas	Date	Venue	Please bring the following:
Northwest Area	November 11 – 13, 2019	Ecotech Center Partner Hotel	• Folder 1 – Soft Copy of the latest submitted 2019 – 2022 School Improvement Plan
Southeast Area	November 14 – 16, 2019	Ecotech Center Partner Hotel	
Northeast Area	November 18 – 20, 2019	Ecotech Center Partner Hotel	

Southwest Area	November 21 – 23, 2019	Ecotech Center Partner Hotel	<ul style="list-style-type: none"> • Folder 2 – Draft of the Annual Improvement Plan (AIP) for 2020, SOB 2020 & APP 2020 • Folder 3 – SIP Worksheets and other supporting documents (Please see SIP Readiness Checklist) • Laptop Computer with accessories, extension cords, Portable printer • Other relevant references, e.g. SIP Guidebook, SBM Manual, M & E Manual, etc.
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5. As an important mandate of School Heads pursuant to the provisions of Republic Act No. 9155, all School Heads are enjoined to attend the sessions. Basic competence in using and manipulating laptop computers is likewise required considering that you have to refine the SIP, AIP, SOB and APP after the inputs. **No substitution or proxy is allowed.** All schools must be able to submit the final manuscript cum draft at the end of every session of each cluster ready for reproduction.

6. The Division Review and Appraisal Team are required to report to the venue on **November 10, 2019** for the SIP Coaches conference and briefing. **Attendance is a must.** Please bring laptop with extension cords and back up document storage. Members of the Team shall stay for the whole duration of the coaching sessions. Please designate Officer-in-Charge while you are attending the coaching session to ensure uninterrupted operations in school.

7. Travelling expenses, registration fee of Four Thousand Nine Hundred Fifty Pesos (P 4, 950. 00) inclusive of service fees and other incidental expenses of the school representatives are chargeable against school MOOE/SEF/other school funds, while expenses incurred by the Division Review and Appraisal Team from November 10 – 24, 2019 for lodging, food, snacks, materials and other incidental expenses are chargeable against division/GAD funds subject to the usual accounting and auditing rules and regulations.

8. Members of the Division Review and Appraisal Team and participants who will be rendering services on Saturday and Sunday shall be entitled to CTO for non-teaching and service credit for teaching personnel.

9. This Memorandum serves as **Travel Authority** of all the participating personnel and division staff.

10. Immediate and wide dissemination of the content and strict compliance of the Memorandum is highly enjoined.


MARILYN S. ANDALES, Ed. D., CESO V
 Schools Division Superintendent

Participants per District (Elementary and Secondary)

DISTRICT	Elementary	Secondary	Integrated School	Total
1. Alcantara	9	1	1	11
2. Alcoy	8	2	1	11
3. Alegria	13	3	1	17
4. Aloguinsan	15	3	2	20
5. Argao I	22	4	0	26
6. Argao II	25	4	1	30
7. Asturias North	17	2	0	19
8. Asturias South	13	2	0	15
9. Badian	25	2 (2)	1	28 (2)
10. Balamban I	12	7	1	20
11. Balamban II	19	3	0	22
12. Bantayan I	6	4	6	16
13. Bantayan II	11	1	2	15
14. Barili I	16 (1)	4	0	20 (1)
15. Barili II	17 (1)	6	1	24 (1)
16. Boljoon	11	3	0	14
17. Carmen	19	4	0	23
18. Compostela	13	4	2	19
19. Cordova	10	1	1	12
20. Daanbantayan I	15	7	1	23
21. Daanbantayan II	13	5	1	19
22. Dalaguete I	20	4	0	24
23. Dalaguete II	22	4	0	26
24. Dumanjug I	12	3	0	13
25. Dumanjug II	16 (1)	3	0	19 (1)
26. Ginatilan	8	2	3	13
27. Madridejos	14	2	2	18
28. Malabuyoc	15	4	0	19
29. Minglanilla I	9	5	0	14
30. Minglanilla II	7	4	1	12
31. Moalboal	15	3	0	18
32. Oslob	14	4	2	20
33. Pinamungajan I	15	2	0	17
34. Pinamungajan II	12	4	0	16
35. Poro	16 (1)	3	0	19 (1)
36. Ronda	10	2	0	12
37. Samboan	15	4	1	20
38. San Fernando I	10	3	3	16
39. San Fernando II	12	5	1	18
40. San Francisco	19 (2)	5	1	25 (2)
41. San Remegio I	10	2	1	13
42. San Remegio II	10	4	6	20
43. Santander	9	2	0	11
44. Sibonga	26	6	0	32
45. Sogod	22	4	1	27
46. Tabogon	20	8	1	29
47. Tabuelan	16	2	1	19
48. Tuburan I	20	5	0	25

49. Tuburan II	29	3	0	32
50. Tudela	8 (3)	2	0	10 (3)
51. Pilar	11	4	0	15
52. Liloan	14	5	1	20
53. Consolacion 1 & 2	18	11	0	29
54. Catmon	18	3	1	22
55. Borbon	18	6	0	24
56. Sta. Fe	9	3	1	12
57. Medillin	16	6	4	26

Groupings of Participants

Cluster I - NE	Cluster 2 - SE	Cluster 3 - NW	Cluster 4 - SW
Cordova	Minglanilla 1	Balamban 1	Pinamungahan 1
Consolacion 1	Minglanilla 2	Balamban 2	Pinamungahan 2
Consolacion 2	San Fernando 1	Asturias South	Aloguinsan
Liloan	San Fernando 2	Asturias North	Barili 1
Compostela	Sibonga	Tuburan 1	Barili 2
Carmen	Argao 1	Tuburan 2	Dumanjug 1
Catmon	Argao 2	Tabuelan	Dumanjug 2
Sogod	Dalaguete 1	San Remegio 1	Ronda
Borbon	Dalaguete 2	San Remegio 2	Alcantara
Tabogon	Alcoy	Daanbantayan 1	Moalboal
San Francisco	Boljoon	Daanbantayan 2	Badian
Poro	Oslob	Santa Fe	Alegria
Tudela	Santander	Bantayan 1	Malabuyoc
Pilar		Bantayan 2	Ginatilan
Medillin		Madridejos	Samboan

TRAINING - WORKSHOP MATRIX

Time	Day 0	Day 1	Day 2	Day 3
7:00 - 7:40	Arrival of the Division Review and Appraisal Team	Arrival/Registration	Management of Learning	
7:41 - 8:00		Opening Ceremony Welcome & Direction House Rules & Workshop Mechanics		
8:01 - 10:00	Conference Proper	<i>Plenary Session 1</i> GAD Issues, Concerns and Integration in the School Improvement Plan (SIP)	<i>Workshop 1</i> Chapter 1	<i>Workshop 5</i> Review and Refinement of the SIP from Chapters 1 - 4
10:01 - 10:15		COFFEE BREAK		
10:16 - 12:00		<i>Plenary Session 2</i> ESIP Findings, Issues, Concerns and Feedbacks	<i>Workshop 2</i> Chapter 2	<i>Workshop 6</i> Preparation of the Whole Manuscript
12:01 - 1:00		LUNCH BREAK		
1:01 - 3:00	Preparation of the Workshop Materials, SIPs from schools	ESIP Findings, Issues, Concerns and Feedbacks	<i>Workshop 3</i> Chapter 3	<i>Workshop 7</i> Printing of the Final Output/Submission
3:01 - 3:15		COFFEE BREAK		
3:16 - 5:00		ESIP Findings, Issues, Concerns and Feedbacks	<i>Workshop 4</i> Chapter 4	<i>Workshop 8</i> Final Instruction & Closing Ceremony
5:01 - 6:00		STAFF DEBRIEFING		

E-SIP Division Review and Appraisal Team (Members)

Name	Office Location	Budget Chargeable to DO Funds
1. Dr. Leah B. Apao	Division Office	P 18, 000. 00
2. Mr. Isaiash T. Wagas	Division Office	P 18, 000. 00
3. Dr. Clavel D. Salinas	Sibonga	P 18, 000. 00
4. Dr. Gladys S. Balagtas	Barili I	P 18, 000. 00
5. Dr. Prescilla Cacanog	Liloan	P 18, 000. 00
6. Dr. Arlene D. Buot	Carmen	P 18, 000. 00
7. Dr. Raquel C. Solis	Cordova	P 18, 000. 00
8. Dr. Samuel M. Ponce	Consolacion	P 18, 000. 00
9. Dr. Imelda Canoy	Sibonga	P 18, 000. 00
10. Mrs. Imelda H. Gealon	Argao	P 18, 000. 00
11. Mrs. Candida C. Purgatorio	Moalboal	P 18, 000. 00
12. Mrs. Marivic M. Yballe	Balamban	P 18, 000. 00
13. Mrs. Maryluz T. Aliser	Liloan	P 18, 000. 00
14. Mrs. Chona B. Jumao-as	Cordova	P 18, 000. 00
15. Mrs. Lorna I. Soco	Consolacion	P 18, 000. 00
16. Mrs. Marieber T. Pulvera	Sogod	P 18, 000. 00
17. Mrs. Emilia S. Ibones	Consolacion	P 18, 000. 00
18. Mrs. Chloe S. Garrucha	Bantayan	P 18, 000. 00
19. Mrs. Elma M. Larumbe	Argao	P 18, 000. 00
20. Mrs. Sheryl Barritua	Barili	P 18, 000. 00
21. Mr. Manuel F. Uraca	Liloan	P 18, 000. 00
22. Mr. Melville D. Dela Pena	Madrirdejos	P 18, 000. 00
23. Mr. John Jennis M. Trinidad	Barili	P 18, 000. 00
24. Mr. Alan R. Antecristo	Badian	P 18, 000. 00
25. Nurse on Duty 1	DO	P 18, 000. 00
26. Nurse on Duty 2	DO	P 18, 000. 00
27. Clerk on Duty 1	DO	P 18, 000. 00
28. JO on Duty 1	DO	P 18, 000. 00
Gross Total		P 504, 000. 00
10% Service Fee		P 50, 400. 00
Grand Total		P 554, 400. 00

Registration Fee P 4, 500. 00 x 1, 140

Grand Total

Registration Fee

= P 5, 130, 000. 00 Plus 10% 513, 000. 00

= P 5, 643, 000. 00 (Inclusive of Service Fee)

= P 4, 950. 00

Charge to School MOOE, etc.

Charge to School MOOE and
Other Local Funds