



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

**Office of the Schools Division
Superintendent**

DEC 16 2019

DIVISION MEMORANDUM

No. 792 2019

**SUBMISSION OF HARDBOUND COPY OF THE APPROVED SCHOOL IMPROVEMENT
PLAN (SIP) AND OTHER INSTRUCTIONS**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisor
Public Schools District Supervisors/OICs
Public Elementary and Secondary School Heads/Caretakers
All Others Concerned

1. In view of the filing of the 2019 – 2022 School Improvement Plan (SIP), all school heads are enjoined to submit the hardbound copy of their SIP on January 9 - 10, 2020 through the Learning Resource Management and Development Center. January 9, 2020 will be for the South Group and January 10, 2020 for the North Group.
2. Only those with Certificate of Acceptance (CoA) are allowed to proceed with the preparation of the hardbound copy. As discussed during the coaching, the hardbound shall have royal blue color cover, 4A size bond, Arial Narrow font. The CoA shall be placed right after the cover page while the Attestation shall be before the appendix/es. The Attestation shall be signed by all the members of the SPT and notarized.
3. All school heads are reminded to recheck the contents of the SIP for possible clerical, or grammatical errors including basic formatting and proper placement of the graphs and tables. Remember that all your submitted SIPs will be displayed in the Division LR Center for easy access and reference.
4. For those who failed to submit the ring bound copy, be sure to have it reviewed by your coach and accepted before the date of submission of the final hardbound copy. There will be no review of unsubmitted SIP on January 9-10.
5. Immediate dissemination and strict compliance of this Memorandum is enjoined.

MARILYN S. ANDALES, EdD., CESO V
Office of the Schools Division Superintendent



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