



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



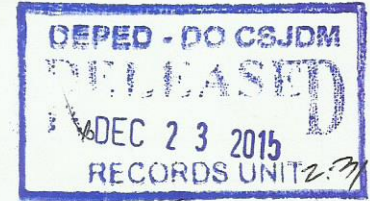
website: www.depedcsjdm.webs.com / e-mail: deped_csjdm@yahoo.com / telefax: (044) 815-2815

December 22, 2015

DIVISION MEMORANDUM


No. 250 s. 2015

To : OIC – Asst. Schools Division Superintendent
Division Chief
Public Schools District Supervisor
Elementary and Secondary School Heads
All Others Concerned



**DIVISION SEMINAR-WORKSHOP ON THE ENHANCED SCHOOL
IMPROVEMENT PLANNING PROCESS (SIP)**

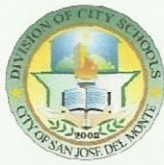
1. The City Division of San Jose Del Monte is pleased to announce the conduct of Division Seminar-Workshop on the Enhanced School Improvement Planning Process (SIP) on January 6-7, 2016 at the Division Library Hub, City of San Jose Del Monte, Bulacan.
2. The objectives of this seminar-workshop are to :
 - a. Train the 51 School Heads in the Enhanced School Improvement Plan (SIP) using the Continuous Improvement (CI) methodology.
 - b. Provide mechanisms for greater participation and involvement of the school head, teachers and all other stakeholders in the planning and implementation of the SIP using the CI methodology and processes.
 - c. Orient the participants on the steps of the planning process utilizing the CI tools and processes.
3. Participants to this activity are Public Schools District Supervisors, Elementary and Secondary School Heads.
4. Snacks and lunch of the participants shall be charged to the Division MOOE subject to the usual accounting and auditing rules and regulations.
5. Attached is the matrix for this activity.
6. Immediate and wide dissemination of this memorandum is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent



“ Collaborating with our Leaders, Caring for our Learner “





Enclosure No. 1 of Division Memo No. 250 s. 2016

**DIVISION SEMINAR-WORKSHOP ON THE ENHANCED SCHOOL
 IMPROVEMENT PLANNING PROCESS (SIP)
 January 06 - 07, 2016**

PROGRAM SCHEDULE MATRIX

Day 1	Day 2
<p>8:00 am – 9:00 am – Opening Program</p> <ul style="list-style-type: none"> - Prayer Samuel S. Carino EPS II – HRD - National Anthem - DepED Hym Urcesio A. Sepe EPS II – Monitoring & Evaluation - Roll call of participants Mary Ann M. Neira SEPS – Social Mobilization - Welcome Remarks Germelina H. Pascual, CESO V Schools Division Superintendent - Expectation Setting - Training Objectives, Rationale & Overview Maria Carmen P. Cuenco, Ed. D. OIC -Asst. Schools Division Superintendent - Processing : SIP Mindset - Why the Enhancements? - What were Enhanced? Dolores M. Lavilla Public Schools District Supervisor <p>9:00 am – 12:00 nn – Session 1</p> <ul style="list-style-type: none"> - Introduction to School Community Data Template - Organize School Planning Team (SPT) - Convene the SPT for Orientation, Vision Sharing & Scheduling Epifania F. de Leon Public Schools District Supervisor <p>12:00 nn – 1:00 pm – Lunch Break</p> <p>1:00 pm – 5:00 pm – Session 2</p> <ul style="list-style-type: none"> - Present School Data Gap Analysis Template - Identify/review Priority Improvement Area (PIA) - Set General Objectives - Organize Project Team Elisa U. Jarabe Principal I – Minuyan Nat'l HS 	<p>8:00 am – 8:30 am – Opening Program</p> <ul style="list-style-type: none"> - Prayer - Roll call of participants Renato L. Ignacio SEPS – Planning - Recap of Day 1 Manuel P. Dela Cruz SEPS – HRD <p>8:30 am – 12:00nn – Session 3</p> <ul style="list-style-type: none"> - Listen to the Voice of the Learners and other Stakeholders - Analyze the School Processes - Select Area of Focus - Find the Root Causes of Problems - Synthesis and Announcements Rolando T. Sotelo, DEM Chief Education Supervisor - CID <p>12:00 nn – 1:00 pm – Lunch Break</p> <p>1:00 pm – 5:00 pm – Session 4</p> <ul style="list-style-type: none"> - Review General Objectives and Targets - Formulate Solutions - Develop Project Designs - Draft the SIP and AIP - Test and Rollout the Solution/s - Check the Progress of SIP / AIP - Communication to Stakeholders - Synthesis, Announcements, Evaluation Flordeliza M. Limon Principal IV – SJDM Central School