MEMORANDUM TO:

Chief Education Supervisors, SGOD and CID
Elementary and Secondary School Principals
Officers-in-Charge
Public Schools Only

ADDENDUM TO DIVISION UNNUMBERED MEMORANDUM
DATED JANUARY 8, 2019 RE: MEETING ON THE PREPARATION
OF THE ENHANCED SCHOOL IMPROVEMENT PLAN FOR 2019-2021

In line with the Meeting for the Preparation of the Enhanced School Improvement Plan on January 14, 2019, the field is hereby informed of the attached additional schedule of meetings and activities.

Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Officer-in-Charge
Office of the Schools Division Superintendent
MEETING ON THE PREPARATION OF THE ENHANCED SCHOOL IMPROVEMENT PLAN FOR 2019-2021

Presentation of Self-Evaluation Result and Review of E-SIP
January 14, 15 and 17, 2019

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Participants</th>
</tr>
</thead>
</table>
| January 14, 2019 | 1. **School**  
Elementary School Heads (No Proxy Allowed) and 2 members of School Planning Team |
|                | 2. **SDO Personnel**  
OIC-SDS, CID and SGOD Chiefs, PSDSs, EPSs, SEPS, Planning Officer, DRRM and EPS II Social Mobilization EPS II M and E and Engineer |
| January 15, 2019 | 1. **School**  
Secondary School Heads (No Proxy Allowed) and 2 members of School Planning Team |
|                | 2. **SDO Personnel**  
OIC-SDS, CID and SGOD Chiefs, PSDSs, EPSs, SEPS, Planning Officer, DRRM and EPS II Social Mobilization EPS II M and E and Engineer |
| January 17, 2019 | 1. **School**  
Elementary and Secondary School Heads (No Proxy Allowed) and 1 member of School Planning Team |
|                | 2. **SDO Personnel**  
OIC-SDS, CID and SGOD Chiefs, PSDSs, EPSs, SEPS, Planning Officer, DRRM and EPS II Social Mobilization EPS II M and E and Engineer |
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>9:30-9:45</td>
<td>LUNCH BREAK (Preparing the School Report Card)</td>
</tr>
<tr>
<td>9:45-12:00</td>
<td>Breaktime (Results on E-SIP Self-Evaluation, Presentation of the Elementary)</td>
</tr>
<tr>
<td>12:00-1:00</td>
<td>Lunch Break (Preparation of the School Report Card)</td>
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<tr>
<td>1:00-2:00</td>
<td>Breaktime (Results on E-SIP Self-Evaluation, Presentation of the Secondary)</td>
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<tr>
<td>2:00-2:30</td>
<td>Breaktime (Tests)</td>
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<tr>
<td>2:30-5:30</td>
<td>SLP-CT Process (PSIDSPs) Technical Assistance Curriculum Gap Analyses</td>
</tr>
<tr>
<td>5:30-6:00</td>
<td>Dinner and Networking (Preparation of the School Report Card)</td>
</tr>
</tbody>
</table>

JANUARY 17, 2019
DAY 3

JANUARY 14-15 AND 17, 2019
MEETING ON THE PREPARATION OF ENHANCED SCHOOL IMPROVEMENT PLAN 2019-2021