DIVISION MEMORANDUM
No. 23, s. 2019

TO: OIC, Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Elementary and Secondary School Principals
Officers-in-Charge
Public Schools Only

SCHOOL IMPROVEMENT PLAN (SIP) INSTRUCTIONAL VIDEOS,
STYLEGUIDE, APPRAISAL PROCESS AND QUALITY ASSESSMENT TOOL

1. Enclosed are DepEd Unnumbered Memorandum dated November 27, 2018 and
Regional Memorandum No. 13, s. 2019 dated January 9, 2019 Re: School Improvement
Plan (SIP) Instructional Videos, Style Guide, Appraisal Process and Quality Assessment
Tool, content of which is self-explanatory, for information and appropriate action.

2. In preparation for the next SIP cycle, all schools are requested to access the above
mentioned files using the following links.

- bit.ly/QAToolandStyleguide (for Appraisal process and Style Guide)
- bit.ly/SIPVideos (for instructional videos)

3. Likewise, the field is hereby informed of the SIP Reorientation on Friday,
February 1, 2019. Participants are Elementary and Secondary School Heads and one
representative from School Planning Team.

4. Each school is required to bring the updated School Report Card and other data

5. Attendance is a must. (No proxy allowed)

6. Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Officer-in-Charge
Office of the Schools Division Superintendent

January 28, 2019
Regional Memorandum
No. 12 s. 2019

To: Regional Functional Divisions (QAD, FTAD, PPRD)
Schools Division Superintendents

SCHOOL IMPROVEMENT PLAN (SIP) INSTRUCTIONAL VIDEOS, STYLEGUIDE, APPRAISAL PROCESS, AND QUALITY ASSESSMENT (QA) TOOL

Please find the above titled document issued by the Office of Atty. Revsee A. Escobedo, Assistant Secretary for Project Management, BHROD and Field Operations through unnumbered Memorandum dated November 27, 2018.

The said attachments can also be downloaded through bit.ly/QAToolandStyleguide.

Moreover, SIP's Instructional Videos is also provided which can be accessed via bit.ly/SIPVideos.

For information and appropriate action.

WILFREDO E. CABRAL
Officer-in-Charge
Office of the Regional Director

Work toward excellence... play to win!
MEMORANDUM

TO: REGIONAL DIRECTORS
    SCHOOLS DIVISION SUPERINTENDENTS
    FTAD AND SGOD CHIEFS
    SBM COORDINATORS
    SCHOOLS HEADS
    ALL OTHERS CONCERNED

FROM: ATTY. REYJEE A. ESCOBEDO
       Assistant Secretary for Project Management,
       BHROD, and Field Operations

SUBJECT: School Improvement Plan (SIP) Instructional Videos, Styleguide,
         Appraisal Process, and Quality Assessment (QA) Tool

DATE: 27 November 2018

In 2015, the Department of Education provided the minimum standard for the preparation of school improvement plan through DepEd Order 44, s. 2015. Under the current policy, the enhanced SIP has a three-year cycle which commenced in SY 2016-2017.

In preparation for the next cycle, the School Effectiveness Division - Bureau of Human Resource and Organizational Development (SED-BHROD) had conducted monitoring and evaluation on SIP implementation and collected feedback from the field on various issues and concerns affecting this policy. Among the issues that were raised include: unstandardized and highly variable training on SIP, absence of assessment tool that Schools Division Offices (SDOs) can use in appraising its quality, and insufficient information on the specific contents of the plan.

To continuously improve DepEd’s processes and policy, this Office hereby releases the following tools and references to further guide the schools and SDOs in the preparation and appraisal of SIPs, respectively, for the next cycle:

- **Instructional Videos**: reference materials that will facilitate the preparation of the next SIP cycle; this will guide the new school heads who were not included during the first run of training; and will enlighten further those previously trained but were still a bit confused with the process; these videos can be accessed from this link bit.ly/SIPVideos.
MEMORANDUM

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Appraisal of the School Improvement Plan (SIP)

After finalizing the SIP, the school shall now prepare for the submission of their SIP to the Division Appraisal Committee, which in turn will endorse to the Schools Division Superintendent for approval.

1. SIP Appraisal

The SIP appraisal is one major activity that shall be done by a committee who will look into the contents of the SIP to make sure that quality standards are met. While this committee is tasked to ensure the quality of the SIP, its major consideration is to look on the important parts rather than focus on the technical aspects, e.g. grammar, coherence, etc.

The Committee shall check on the accuracy of the data, consistency of the activities to the objectives of the plan, and how the school will implement the plan. It shall also take note of the technical assistance that would be provided to help the schools improve their SIPs.

2. Appraisal Committee

The committee who will appraise the SIP at the division level shall be called Division Appraisal Committee (DAC). The members of the DAC shall come from the Division Field Technical Assistance Team (DFTAT); if none, the members can be taken from the existing group that checks and reviews the SIPs of the schools.

For big divisions, the committee may contextualize the appraisal process to fit in their respective unique situations. Below is a suggested composition of the Committee:

- a. Assistant Schools Division Superintendent
- b. School Governance and Operations Division – Chief
- c. Curriculum and Instruction Division – Chief
- d. Public Schools Division Supervisor
- e. Representative from Finance Division
- f. Division SBM Coordinator
- g. M&E Focal Person/Planning Officer

Note: The composition of the team shall comprise of at least seven (7) members. It has the option to add more members as deemed necessary. If more members are added, make sure that the total number is still an odd number to prevent voting deadlocks.

3. Appraisal Process

The SIP appraisal shall be done using the SIP Quality Assessment (QA) Tool. This tool shall be used by DAC to check if the SIPs meet the quality standard. The DAC shall provide some points for improvements to further improve the SIP - which may be a section, chapter, or total revision. Specific revisions must be cited in the "remarks" column of the QA Tool to guide the school heads on the improvements that must be done in their respective SIPs. If none, words of appreciation must be written as well in the remarks column to inform the schools that they did a good job in crafting their SIPs.

4. Approval of the SIP

If the DAC approves the SIP, it shall submit the SIP to the SDS for approval and issuance of certificate of acceptance/approval to the schools.
SIP Appraisal Process Flow

START

School submits SIP to Division Appraisal Committee (DAC)

Division Appraisal Committee (DAC) appraises the SIP using the SIP QA Tool

Meets expectations?

NO

DAC provides technical assistance to school

YES

DAC recommends SIP for approval

SDS approves the SIP and issues Certificate of Acceptance

END

Legend:

School Level
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**NOTES**
- This is a draft document and is subject to change.
- The final version will be distributed to all schools.
- Any questions or concerns should be directed to the School Improvement Team.

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**School Improvement Plan (SIP)**

**Title:** Quarterly Assessment (QA) Tool

**Department of Education**

**Date:** November 2018
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LIST OF ACRONYMS

DepEd – Department of Education
SIP – School Improvement Program
AIP – Annual Implementation Plan
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CHAPTER 1
Department of Education Mission, Vision, and Core Values
Statement

This chapter presents the documentation of matters that transpired during the Vision Sharing\(^1\) activity. These include the list of the School Planning Team’s (SPT’s) aspirations for the school and learners, their understanding of DepEd VMV and Core Values as well as their commitments based on these understanding.

Another important document that must be included here is the list of roles and responsibilities of all SPT members, as discussed and agreed upon during the brainstorming session.

Lastly, the SPT timetable in the preparation, implementation, and monitoring of the SIP and AIP must be presented in this chapter to serve as guide to all SPT members and the school-community at large.

Content Check:
- Documentation of the Vision Sharing activity, their aspirations for the school and learners and their insights on DepEd VMV and Core Values
- List of roles and responsibilities of all SPT members
- SPT Timetable

Notes:
- Suggested number of pages: 1 to 2
- Additional references: ESIP Guidebook (pages 4-10) and SfP Instructional Video 1 (Preparatory Phase)

\(^1\)The Vision Sharing is a reflective activity where the SPT internalizes the DepEd VMV and Core Values. The School Head or other SPT member facilitates the activity to draw out the aspirations of all members that will contribute to the attainment of school goals and objectives.
CHAPTER 2
Assess

This chapter presents a brief discussion on the school and community data that were gathered, organized, and assessed using the templates provided in the ESIP Guidebook. The school must ensure that these data are accurate and updated to be able to capture the school's current needs. In the discussion, emphasize the connection of these data with the school's current situation.

It has five (5) sections, namely: school's current situation, priority improvement areas, general objectives, targets, and root causes.

School's Current Situation

Building on the results of data assessment, seamlessly connect the initial list of improvement areas to create a picture of the school's current situation. Use the following references in writing this Section:

- *School-Community Data Templates (Annexes 1A to 2C)*: present the alarming data that need to be prioritized for improvement, which affect the performance of school and learners.
- *Gap Analysis Template (Annex 3)*: identify the gaps that need to be prioritized for improvement and how these affect the attainment of the Division targets.

The school may also highlight their achievements in areas where they excel or perform highly, whether at the district, division, region, or national level. This should not exceed one (1) page.

Priority Improvement Areas

In this Section, present the List of Priority Improvement Areas (PIAs) as a result of the 5-point scale ranking provided in the ESIP Guidebook (page 13). A sample listing will suffice. Use Annex 4 or Identifying Priority Improvement Areas matrix in presenting the list of PIAs.

In the Planning Worksheet (Annex 5), align the PIAs in column 3 with the appropriate learning stages and intermediate outcomes in column 2, e.g. PIA is "low English literacy" (column 3) must be aligned with I05 "learners attain learning standards" (column 2).

General Objectives

In the Planning Worksheet, write the corresponding General Objectives in column 4 for the identified PIAs. Ensure that these objectives are SMART and responsive to the PIAs.
There are processes involved prior to the conduct of the actual Root Cause Analysis (RCA), like the conduct of FGDs and interviews with learners and other stakeholders, and analysis of specific school process involved in the assigned PIA to identify storm clouds and area of focus. These are not required to be included in this Section, but shall be part of the Annexes of the SIP.

A focused problem/area can have several root causes, write in this Section the results of the Prioritization of Root Causes using the checklist provided in Annex 8 (ESIP Guidebook, page 98). Write in column 5 of the Planning Worksheet the identified root causes for the PIAs.

**Planning Worksheet**

To enlighten the readers who were not involved in the SIP preparation, write three to four sentences describing the contents of the fully accomplished Planning Worksheet.

**Content Check:**
- School's Current Situation (brief discussion) with Initial List of Improvement Areas (PIAs)
- List of PIAs (Annex 4)
- Annex 5 or Planning Worksheet - completely filled out with the following information: priority improvement areas, general objectives, targets, and root causes.

**Notes:**
- Suggested number of pages: 3-5
- Additional references: ESIP Guidebook (pages 11-21) and SIP Instructional Video 2 (Assess Phase)
CHAPTER 3

Plan

A. Project Work Plan & Budget Matrix

In this Section, present the List of Solutions for the identified root causes. These identified solutions are those that have satisfied the criteria provided in Step 5 of the ESIP Guidebook (page 23). Present a matrix containing root causes and corresponding solution.

Attached copies of the Project Work Plan and Budget Matrix (Annex 9) prepared for the identified solutions. One project work plan per solution, which contains the following information: problem statement, project objective statement, activities, and output.

The duration of projects vary depending on the timelines set for the identified PIAs. It is important to make these projects manageable to provide the team with immediate results that the school can celebrate (if these are successful) or improve (if these do not meet the target). Thus, in cases where there are major projects that would need a long time to implement, the Project Team should subdivide this into smaller, more manageable projects.

B. Annual Implementation Plan (AIP)

Another important document that will be attached is the Annual Implementation Plan (Annex 10) for Year 1, the SIP’s operational plan. It contains specific projects that will be undertaken by the school in a particular year, which include the following: outputs, activities, schedule, required resources, source of fund, and the individuals accountable for the conduct of these projects. It also includes operational cost such as but not limited to utilities, supplies and materials, etc. that are considered eligible expenditures in the existing MOOE guidelines.

The preparation of AIP is by Fiscal Year (Quarters 1 to 4) plus additional Quarter 1 of the following year to ensure that all activities from January to March will be planned, which is based on the amount of monthly MOOE.
Content Check:
- List of Solutions
- Project Work Plan and Budget Matrix (Annex)
- Annual Implementation Plan Year 1 (Annex)
Note:
- Additional references: ESIP Guidebook (pages 22-26) and SIP Instructional Video 3 (Plan Phase)
CHAPTER 4
Monitoring and Evaluation

The SPT will monitor progress in the middle and end of project implementation period depending on the timelines set by the Project Teams. In longer projects, the SPT will have to monitor more than twice.

Schedules of monitoring must be indicated in the suggested Project Monitoring Report Form (ESIP Guidebook, page 29). To help inform the SPT of the status of their projects, the Project Teams will submit their respective progress reports using this template.

Attach the Project Monitoring Report Forms of all projects for Year 1 AIP, which contains the following information: names of project, project objectives and targets, and the proposed dates of monitoring.

Write 2-4 sentences describing the Project Monitoring Report Form to enlighten the readers who were not involved in the preparation of SIP.

Content Check:
- Project Monitoring Report Forms

Note:
- Additional references: ESIP Guidebook (pages 27-30) and SIP Instructional Video 4 (Act Phase)
Republic of the Philippines
Department of Education
Region ___
DIVISION ___

awards this

Certificate of Acceptance

to

______________________________
(NAME OF SCHOOL)
for having successfully complied and met the requirements and standards of the Department of Education as mandated by DepEd Order 44, s. 2015.

Given on the ___ day of _____________ 20___.

______________________________
Schools Division Superintendent