

JUN 25 2015

IN : 9:40 AM

OUT : 10:56 AM



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF LIGAO CITY
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June 18, 2015

DIVISION MEMORANDUM
No. 26, s. 2015

DIVISION TRAINING WORKSHOP ON SIP ENHANCEMENT

To : Division Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads

1. In line with the thrust of the Department of Education to enforce shared governance School Improvement Plan (SIP) through the Basic Education Section Reform Agenda (BESRA) has been institutionalized, as a tool to carry out the objectives of School Based Management (SBM). Relative to this, Division Training Workshop on SIP Enhancement will be held on July 19-20, 2015 at Division Office Function Hall, Binatagan, Ligao City.
2. The objectives of this activity are as follows:
 - a. to enhance the knowledge and skills of the school heads in the process of crafting the SIP and AIP using the new format.
 - b. to assist the school planning team to analyze school needs, plan and implement appropriate actions, and monitor and evaluate results and outcomes.
 - c. to help school heads, teachers, parents and other stakeholders in the school community participate in a continuous improvement process and;
 - d. to compare existing school practices with those of others and obtain information about best practices in order to raise standards and ultimately improve school performance.
3. All elementary and secondary school heads and school SBM coordinators are the expected participants. They are required to bring their SIP, AIP, Annual Plan/Accomplishment Report and School Report Card.
4. Travel expenses of the participants and other incidental expenses shall be charged to school MOOE while the food of the training staff and the participants shall be charged to division training fund subject to the usual accounting and auditing rules and regulations.
5. Enclosed are the list of working committee and training matrix.
6. Wide dissemination and compliance of all concerned with this memorandum is desired.

MARIA LUISA P. SAMANIEGO

School Division Superintendent

Office in Charge

DIVISION SIP ENHANCEMENT TRAINING

Venue: LWCES (B) Gymnasium

Date: July 16, 2015

Time	Day 1	Day 2
7:00-7:30	REGISTRATION	SESSION 7: The 3 Year Work and Financial Plan and Annual Implementation Plan (Marivic P. Diaz)
7:30-8:00	OPENING PROGRAM	
8:00-8:15	BREAK	BREAK
8:15-9:15	SESSION 1: Opening and Orientation on the DepEd Vision, Mission and Core Values, and Key Outcomes (Mary Jodelle E. Ollet) WORKSHOP: SPT Orientation and leveling on : Overview of the school community planning process; DepEd VMW; and key outcomes (access, quality, governance)	Continuation of SESSION 7
9:15-10:15	SESSION 2: Establishing the Present Situation of Children/Learners and Setting Objectives and Targets (Lovella Manlangit) WORKSHOP: Analysis of the Situation of Children and Learners in the context of the key outcomes, and statement of objectives	SESSION 8: Presentation of Outputs/Critiquing (Marivic P. Diaz and Tita Agir)
10:15-12:00	SESSION 3: Environmental Scanning – External Analysis (Marivic P. Diaz) WORKSHOP: Analysis and list of important opportunities and threats in the community that significantly affect children's education	SESSION 9: Closing Session (Anne Cecile Preligera)
12:00-1:00	LUNCH BREAK	
1:00-2:30	SESSION 4: Environmental Scanning - Internal Analysis (Emalyn G. Rempis) WORKSHOP: Analysis and list of strengths and weaknesses of the school	Continuation of Session 8
2:30-3:30	SESSION 5 : Formulating Strategies (Ernie M. Baranquel) WORKSHOP: Set of strategies to be pursued by the school and community in order to achieve the objectives and targets	
3:30-5:00	SESSION 6: PREPARING THE ACTION PLAN (Mrs. Tita V. Agir) WORKSHOP: <ul style="list-style-type: none">➤ An Action Plan consisting of strategies, programs and projects to be implemented per strategy identified in Session 5, and the corresponding activities and resources required➤ Agreements on how the implementation of the action will be monitored	EXIT CONFERENCE Mary Jodelle E. Ollet Anne Cecile C. Preligera Joebrren Consuelo
Officer of the Day	Emalyn G. Rempis Lovella A. Manlangit Jojim B. Cordova *	POST WORKSHOP: Writing the Enhanced SIP OUTPUT: School Implementation Plan