



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

09 May 2025

DIVISION MEMORANDUM

No. 065 , s. 2025

CRAFTING OF ENHANCED SCHOOL IMPROVEMENT PLAN 2026-2028

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

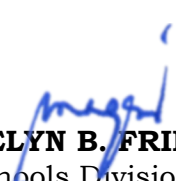
1. Pursuant to DO 44, s. 2015 – Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC) this Division directs all public schools in the division to craft and formulate their 2026-2028 School Improvement Plan. Schools are directed to mainstream and operationalize the BEDP Strategies and outputs, and align their plans, programs, projects, and activities to the DEDP 2026- 2028 which should all lead towards achieving the common goals and outcomes of the Department.
2. The School Improvement Plan (SIP) is a roadmap that lays down specific interventions that a school, with the help of the community and other stakeholders, will undertake within a period of three consecutive school years. The implementation of development activities integral to it are in the school such as projects under the Continuous Improvement Program (CIP), the creation and mobilization of Learning Action Cells (LACs), and the preparation of the School Report Card (SRC). SIP seeks to provide those involved in school planning an evidence-based, systematic approach with the point of view of the learner as the starting point. Ultimately, it is envisioned to help schools reach the goal of providing access to quality education.
3. The School Planning Team shall be composed of the following:
 - a. Chair: School Head
 - b. Members: Representatives from SGC, PTA, NGO, SELG/SSLG, Teachers' Association
4. Enclosed are the Indicative Timeline of Activities and SIP Appraisal Process Flow.
5. All other template, annexes, packaging/formatting details can be accessed through the link https://bit.ly/SIP_2026-2028Templates and QR Code:





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6. All expenses relative to the conduct of this activity are chargeable against school MOOE/ local funds subject to usual accounting and auditing procedure.
7. For inquiries, contact Felipe B. Tuyogon, Jr. at 09229763957.
8. For your information and guidance.


ATTY. NELYN B. FRINAL, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

FORMS
REPORTS

FBTJ/SGOD-PRS/DM – crafting of enhanced school improvement plan 2026-2028
0418/May 9, 2025



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Enclosure 1: Indicative Timeline of Activities

Activities	Target Date	Responsible Person
Start of SIP Crafting	May 5, 2025	School Planning Team
Re-Orientation/Consultation Activities per District/Municipality (Specific venue to be arranged)		
Glan 3 Schools	May 14, 2025	SEPS- PRS
Malungon – All Schools	May 27, 2025	District Head
Malapatan- All Schools	May 28, 2025	School Heads
Maitum- All Schools	May 29-30, 2025	
Maasim- All Schools	June 4, 2025	
Kiamba- All Schools	June 5, 2025	
Alabel- All Schools	June 6, 2025	
District Review <i>(District Head to schedule the exact date and venue. Kindly use the ESIP Self- Appraisal Checklist uploaded in the link)</i>	June 1-27, 2025	District Sub-Appraisal Team Chairman: District Head Members: 4 School Heads Secretariat: 1 Administrative Officer or Administrative Assistant
Submission of final draft e-copy to felipec.tuyogon@deped.gov.ph <i>(Note: after reviewed by the DSAC)</i>	June 30, 2025	District Sub-Appraisal Team School Head
Division Review	June 30-July 31	Division Appraisal Team
Printing and submission of final hard copy to the Planning and Research Section <i>(Note: after cue/reviewed by the Division Appraisal Team)</i>	August 1-30, 2025	School Head



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Enclosure 2: School Improvement Plan Appraisal Process

After finalizing the SIP, the school shall now prepare for the submission of their SIP to the District Sub-Appraisal Committee, which in turn will endorse to the Division Appraisal Committee to 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 district level shall be called District Sub-Appraisal Committee while for 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.

The composition of District Sub-Appraisal Committee shall be:

- a. District Head- Chairman
- b. 4 School Heads- Member
- c. 1 AO- Secretariat

Note: The composition of the team shall comprise of at least seven (5) 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 Self-Assessment Checklist Tool. This tool shall be used by DSAC/DAC to check if the SIPs meet the quality standard. The DSAC/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.



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4. Approval of the SIP

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



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SIP Appraisal Process Flow

