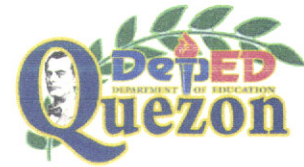




Republic of the Philippines
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Region IV-A CALABARZON
Division of Quezon



December 20, 2017

DIVISION MEMORANDUM

No. 217 s. 2017

**CORRIGENDUM TO ANNEXES OF DIVISION MEMORANDUM No. 315, s. 2017, RE:
GUIDELINES ON THE PREPARATION AND SUBMISSION OF SIP, SBM AND SSP
RELATED PLANS, FORMS AND REPORTS**

TO: Assistant Schools Division Superintendent
CID/ SGOD Chiefs
Education Program Supervisors
Education Program Specialists
Records Officer
Public Schools District Supervisors
Elementary/Secondary School Heads
SBM/SSP Coordinators
All Personnel Concerned

1. This Division releases a **Corrigendum to Annexes of the Guidelines on the Preparation and Submission of SIP, SBM and SSP Related Plans, Forms and Reports** issued on December 19, 2017.
2. This communication likewise reiterates Clause 13 under Enclosure No. 1 of its parent memorandum—that schools which **already submitted and received their approved AIP/ APP/ PMRF** are requested to provide the SDO a copy via **DTS** not later than **December 29, 2017**.
3. All other provisions of Division Memorandum No. 315, s. 2017 shall be un-rescinded and shall remain in effect.
4. The **PSDSs and District SBM coordinators** are held accountable for the dissemination of information contained herein.
5. Immediate and widest dissemination of this Memorandum is desired.


MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

DEPED QUEZON ICI

UPLOADED BY: Rachel

DATE: 12/27/17 TIME: 3:21 PM

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Region IV-A CALABARZON
Division of Quezon



ANNEX A

DIRECTORY OF SUBMISSIONS

(District Name Here)
SY 2017- 2018

Name of School	Category (Elementary/ Secondary)	Name of School Head (SH)	SIP (Date/ Signature of SH/ Liaison Officer)	AIP 2018 (Date/ Signature of SH/ Liaison Officer)	APP 2018 (Date/ Signature of SH/ Liaison Officer)	PMRF 2017 (Date/ Signature of SH/ Liaison Officer)	Remarks

(Add more rows as needed.)

Prepared by:

(Name of PSDS Here)

Public Schools District Supervisor, Sample West District

Reviewed by:

OSCAR R. DUMA, JR.

EPS-II-M&E, Division SBM Coordinator

Approved by:

MERTHEL M. EVARDOME, CESO VI

Schools Division Superintendent

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Region IV-A CALABARZON
Division of Quezon



ANNEX B

DISTRICT SBM ACTION PLAN

SY 2017-2018
(District Name Here)
(Date Here)

Programs/ Key Strategies	Objective(s)	Specific Activities	Timeframe	Resources			Output
				Human	Materials	Fund Source	

(Add more rows as needed.)

Prepared by: **(Name of Coordinator Here)**
District SBM Coordinator

Checked by: **(Name of PSDS Here)**
Public Schools District Supervisor, Sample West District

Noted by: **OSCAR R. DUMA, JR.**
EPS-II-M&E, Division SBM Coordinator

Recommending Approval: **(Name of ASDS Assigned to District)**
Assistant Schools Division Superintendent

Approved by: **MERTHEL M. EVARDOME, CESO VI**
Schools Division Superintendent

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Department of Education
Region IV-A CALABARZON
Division of Quezon



ANNEX C

SUMMARY OF COLLATED SBM LEVEL OF PRACTICE

(District Name Here)

SY 2016- 2017

(Date Here)

Name of Elementary Schools	Numerical Rating	Level of Practice

(Add more rows as needed.)

Name of Secondary Schools	Numerical Rating	Level of Practice

(Add more rows as needed.)

Prepared by:

(Name of Coordinator Here)

District SBM Coordinator

Checked by:

(Name of PSDS Here)

Public Schools District Supervisor, Sample West District

Noted by:

OSCAR R. DUMA, JR.

EPS-II-M&E, Division SBM Coordinator

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Division of Quezon



ANNEX D

SBM IMPROVEMENT FORM

(District Name Here)
2014-2017
(Date Here)

ELEMENTARY SCHOOLS

Name of School	2014-2015 (Y1 Level of Practice)	2015-2016 (Y2 Level of Practice)	2016-2017 (Y3 Level of Practice)	Remarks
Sample ES	Beginning	Beginning	Maturing	

(Add more rows as needed.)

SECONDARY SCHOOLS

Name of School	2014-2015 (Y1 Level of Practice)	2015-2016 (Y2 Level of Practice)	2016-2017 (Y3 Level of Practice)	Remarks
Sample HS	Beginning	Maturing	Maturing	

(Add more rows as needed.)

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PROGRESS ON LEVEL OF PRACTICE

Level of Practice	Elementary Schools	Secondary Schools	Total
**Number of Schools in the District			
Number of Schools (Beginning Level, Y3)			
Number of Schools (Maturing Level, Y3)			
Number of Schools (Advanced Level, Y3)			
Total (excluding**)			

Prepared by: **(Name of Coordinator Here)**
District SBM Coordinator

Reviewed by: **(Name of PSDS Here)**
Public Schools District Supervisor, Sample West District

Noted by: **RAUL R. AGARAN**
SEPS-M&E, Schools Governance and Operations Division



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Region IV-A CALABARZON
Division of Quezon



ANNEX E

REGISTRY OF SCHOOL SBM COORDINATORS

(District Name Here)
SY 2017- 2018

NAME	SCHOOL	POSITION	EMAIL	FACEBOOK ACCT.	CONTACT NO.

(Add more rows as needed.)

Prepared by: **(Name of Coordinator Here)**
District SBM Coordinator

Checked by: **(Name of PSDS Here)**
Public Schools District Supervisor, Sample West District



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Division of Quezon



ANNEX F

SCHOOLS CLIQUE FORM

(District Name Here)
SY 2017- 2018

Leader School (LS)	LS Focal Person/ Position	Partner School (PS)	PS Focal Person/ Position	Focus of Partnership	Fund Source	Accomplishment as to Date	Remarks

(Add more rows as needed.)

Prepared by:

(Name of Focal Person Here)
District SSP / SCHOOLS CLIQUE Focal Person

Reviewed by:

(Name of PSDS Here)
Public Schools District Supervisor, Sample West District

Noted by:

OSCAR R. DUMA, JR.
EPS-II-M&E, Division SBM Coordinator

Approved by:

MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

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Region IV-A CALABARZON
Division of Quezon



ANNEX G

SSP / SCHOOLS CLIQUE ACTION PLAN

SY 2017-2018
(District Name Here)
(Date Here)

Programs/ Key Strategies	Objective(s)	Specific Activities	Timeframe	Resources			Output
				Human	Materials	Fund Source	

(Add more rows as needed.)

Prepared by:

(Name of Focal Person Here)

District SSP / SCHOOLS CLIQUE Focal Person

Reviewed by:

(Name of PSDS Here)

Public Schools District Supervisor, Sample West District

Noted by:

OSCAR R. DUMA, JR.

EPS-II-M&E, Division SBM Coordinator

Recommending Approval:

(Name of ASDS Assigned to District)

Assistant Schools Division Superintendent

Approved by:

MERTHEL M. EVARDOME, CESO VI

Schools Division Superintendent

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Region IV-A CALABARZON
Division of Quezon



ANNEX H

ANNUAL IMPLEMENTATION PLAN (AIP)

FY 2018

(School Name Here)
(District Name Here)

GENERAL TARGETS

ACADEMIC: _____

NON-ACADEMIC: _____

School Improvement Project	Project Objective	Output for the Year	Activities	Persons Responsible	Schedule/Venue	Budget Per Activity	Budget Source
I. ACCESS							
II. QUALITY							
III. GOVERNANCE							

(Add more rows as needed.)

**Signatories continued to next page...

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Region IV-A CALABARZON
Division of Quezon



**Continued from Annex H...

Prepared by: **(Name of School Head Here)**
Position, School Head, Name of School

Checked by: **(Name of PSDS Here)**
Public Schools District Supervisor, Sample West District

Reviewed by: **OSCAR R. DUMA, JR.**
EPS-II-M&E, Division SBM Coordinator

Recommending Approval: **(Name of ASDS Assigned to District)**
Assistant Schools Division Superintendent

Approved by: **MERTHEL M. EVARDOME, CESO VI**
Schools Division Superintendent

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Region IV-A CALABARZON
Division of Quezon



ANNEX I

ANNUAL PROCUREMENT PLAN (APP)

FY 2018

(School Name Here)
(District Name Here)

School ID: _____
MOOE/Mo: _____

PROGRAMS /PROJECTS	Jan (Expenditure Cost)	% Share	Feb (Expenditure Cost)	% Share	Mar (Expenditure Cost)	% Share	Apr (Expenditure Cost)	% Share	May (Expenditure Cost)	% Share	Jun (Expenditure Cost)	% Share	Dec (Expenditure Cost)	% Share	TOTAL	% Share
(Items of Expenditure)																
Personal Services																
Utilities																
Training/ Travel																
School/ Office Supplies																
Capital Outlay																
Special Program																
School Projects																
Other MOOE																
TOTAL	(Monthly MOOE here)	100%	(Monthly MOOE here)	100%	(Monthly MOOE here)	100%	(Monthly MOOE here)	100%	(Monthly MOOE here)	100%	(Monthly MOOE here)	100%	(Monthly MOOE here)	100%	(Annual MOOE here)	100%

*Note: This template may appear too small compared to actual. Use legal size bond paper. Appropriate each item of expenditure as needed.

**Signatories continued to next page...

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Region IV-A CALABARZON
Division of Quezon



**Continued from Annex I...

Prepared by:

(Name of School Head Here)
Position, School Head, Name of School

Checked by:

(Name of PSDS Here)
Public Schools District Supervisor, Sample West District

Reviewed by:

OSCAR R. DUMA, JR.
EPS-II-M&E, Division SBM Coordinator

Recommending Approval:

(Name of ASDS Assigned to District)
Assistant Schools Division Superintendent

Approved by:

MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

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Division of Quezon



ANNEX J

PROJECT MONITORING AND REPORT FORM (PMRF)

FY 2017

(School Name Here)
(District Name Here)

School ID: _____
Scheduled Dates of Monitoring
Mid-Year: _____
Year-End: _____

Name of Project	Project Objectives	Date of Monitoring	Accomplishment/ Status to Date	Issues/ Challenges	Recommendations	Name & Signature of Project Team Leaders
I. ACCESS						
II. QUALITY						
III. GOVERNANCE						

(Add more rows as needed.)

**Signatories continued to next page...

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Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Division of Quezon



**Continued from Annex J...

Prepared by:

(Name of School Head Here)
Position, School Head, Name of School

Checked by:

(Name of PSDS Here)
Public Schools District Supervisor, Sample West District

Reviewed by:

RAUL R. AGARAN
SEPS-M&E, Division M&E Coordinator

Recommending Approval:

(Name of ASDS Assigned to District)
Assistant Schools Division Superintendent

Approved by:

MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

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