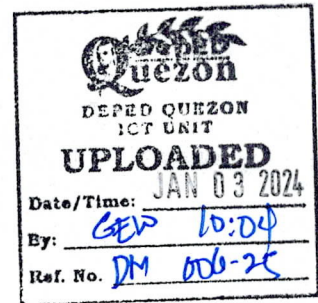




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



02 January 2025

DIVISION MEMORANDUM
DM No. 006, s. 2025

SUBMISSION OF SCHOOL IMPROVEMENT PLAN FOR SY 2025-2026 TO SY 2027-2028

To: Assistant Schools Division Superintendents
Division/Section Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. In line with the implementation of **DepEd Order No. 44, s. 2015**, *Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC)*, all schools are advised to prepare their respective SIPs.
2. Existing instructional videos, style guides, appraisal processes, and quality assessment (QA) tools can be accessed via this link: <https://tinyurl.com/QueSIP2025-2028>.
3. All programs, projects, activities, and targets must align with the four domains of DepEd's Basic Education Development Plan (BEDP) 2030: **access, quality, equity**, and **resiliency**, alongside the enabling mechanism, **governance**. A presentation on BEDP 2030 is available through the link provided above.
4. The BEDP pillars and enabling mechanism-related data, characterization, programs, projects, and activities must be thoroughly explained, clearly characterized, and documented in **Parts II to IV** of the SIP.
5. **Artificial intelligence tools** may be used to **check grammar**; however, users must exercise caution to avoid jargon unique to the agency that could cause confusion or misuse of technical terms.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321

DepEdTayoQuezon

www.depedquezon.com.ph

quezon@deped.gov.ph



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

6. As part of the localized process, this Office, advised all Public Schools District Supervisors (PSDSs) to form an **ad hoc team**, referred to as the District Appraisal Committee (DsAC). The DsAC will serve as the district counterpart of the Division Appraisal Committee (DAC) and will be responsible for the quality assurance of all SIPs before submission to the SDO. The committee shall have **three (3) to five (5) members**, including the PSDS (Chairperson), select full-fledged School Heads (representative from Elementary and Secondary). All members must sign the appraiser section of the QA tool.
7. SIPs that fail to meet quality standards shall be returned by the DsAC or DAC for necessary revisions, along with an attached **Document Return Slip**.
8. One set of the DsAC-quality-assured SIP, along with all annexes, Certificate of on **A4-sized paper**, must be submitted to the Records Section in the Division/Sub-Office. These will be forwarded to the SGOD–Planning and Research Section. Each SIP must also be registered individually in the DTS.
9. The Division Appraisal Committee will schedule the presentation of selected SIPs. A separate memorandum will be issued for this purpose.
10. Upon the successful return of a duly accepted SIP from the Division Office, the SIP, along with all annexes/attachments, including the scanned **Certificate of Acceptance**, must be converted into a **single PDF file** named as follows: **SIP_District_School Name_School ID**.
11. Public Schools District Supervisors must consolidate the PDF files of SIPs for their respective districts with the help of an assigned Administrative Staff. The files must then be submitted to **sdo.quezon.planning@deped.gov.ph** with the subject: **SIP_District Name** within **one week of the return of the SIP**.
12. All School Heads and Appraisal Committees are reminded to adhere to the following timeline for the preparation and submission of SIPs:

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



DepEdTayoQuezon



www.depedquezon.com.ph



quezon@deped.gov.ph



Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

Activity	Timeline
Preparatory Activities (e.g., data organization using the School-Community Data Template and other related activities)	January 3 – February 7, 2025
Assessment (e.g., Dyad, Triad, FGD, survey, root cause analysis)	February 10 – March 14, 2025
Planning Stage (e.g., SIP write-ups, brainstorming solutions)	March 14 – April 18, 2025
DsAC Review of SIPs	April 21 – May 2, 2025
Division Presentation of Selected SIPs	May 5 – 16, 2025
Submission of DsAC Quality-Assured SIPs (with annexes) to SGOD-PAR via the Records Section	May 3 – 31, 2025
DAC Review of SIPs / Issuance of Certificate of Acceptance	May 12 – May 31, 2025
Submission of SIPs and Scanned Certificates of Acceptance (in PDF)	One week after return of accepted SIPs
Rollout of SIP / Presentation to Stakeholders	June 1 – 30, 2025 onwards

13. The existing policy under **DO No. 44, s. 2015** will remain in effect while a new policy is under development. Should a new guideline for SIPs be released, adjustments will be made to calibrate the existing SIPs and further enhance their quality.
14. Expenses incurred in the preparation and submission of SIPs shall be charged against local funds/MOOE, subject to usual accounting and auditing rules and regulations.
15. Immediate dissemination of and strict compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent

Parmjdf01/02/2025

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321

 DepEdTayoQuezon

 www.depedquezon.com.ph

 quezon@deped.gov.ph