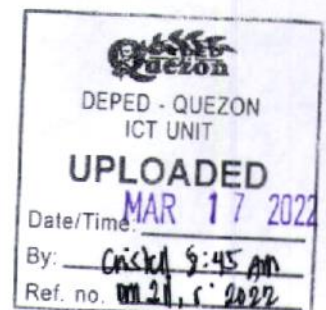




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



07 March 2022

DIVISION MEMORANDUM

DM No. 211, s. 2022

**INSTRUCTION ON THE PREPARATION AND SUBMISSION OF SCHOOL
IMPROVEMENT PLAN FOR SY 2022-2023 TO SY 2024-2025**

To: OIC-Assistant Schools Division Superintendents
CID and SGOD Chiefs
Section/Unit Heads
Education Program Supervisors and Specialists
Public Schools District Supervisors
School Head in-Charge of Governance and Operations
Elementary and Secondary School Heads
All Others Concerned

1. In line with the implementation of DepEd Order 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 SIP.
2. Existing instructional videos, styleguide, appraisal process, and quality assessment (QA) tool and new Annual Implementation Plan/Work and Financial Plan templates can be downloaded thru <https://tinyurl.com/SIPQuezon2022>.
3. All Programs, Projects, Activities, and targets must be aligned with the four domains of DepEd's Basic Education Development Plan (BEDP) 2030; **access, quality, equity, and resiliency**. Presentation on BEDP 2030 is available thru the link provided above.
4. Data gathering shall be done on limited face to face following IATF protocols. If face-to-face collection of data is not applicable, existing data in the school or from other legitimate source (e.g., Barangay/Municipal Data, MSWD etc) shall be used.
5. As a localized process, DepEd Quezon advises all Public School District Supervisors (PSDSs) and School Head-in-Charge of Governance and Operation (SHiGO) to create an adhoc team which shall be known as the Schools District Appraisal Committee (SDAC). The SDAC shall be the Schools District counterpart of the Division Appraisal Committee (DAC) that is responsible

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- for the Quality Assurance of all SIPs prior to the submission to the SDO. A maximum of seven (7) members and a minimum of three (3), including the PSDS as Chairperson, and SHiGO as Co-Chairperson, select Full-fledged School Heads, and a Grammar Editor/Laguange Teacher. They are all expected to affix their signature in the Appraiser portion below the QA tool.
6. The SDAC or the DAC can return the submitted SIPs (with attached Document Return Slip) for necessary revisions to the schools which did not meet the quality standards in any case may be.
 7. One set of SDAC quality assured SIP and all its annexes in A4 sized paper shall be submitted to the Record Section in the Division/Sub Office which later be forwarded to the SGOD – Planning and Research Section. The SIP of each school must be registered in the DTS separately.
 8. The Division Appraisal Committee shall also set time for the presentation of SIP. A separate Memorandum will be issued regarding the presentation.
 9. Upon successful return of duly accepted SIP from the Division Office, all SIPs and their annexes/attachments including the scanned Certificate of Acceptance must be converted into one PDF File with the file name **SIP_District_School Name_School ID**.
 10. The SIP in PDF of each school shall be consolidated by the School Head in-charge of Governance and Operations thru his/her staff and be submitted to the **sdo.quezon.planning@deped.gov.ph** with the Email subject: SIP_District Name one week upon return of the SIP.
 11. All School Heads and Appraisal Committee are reminded to follow the timeline for the successful preparation and submission of SIPs.

Activities	Timeline
Preparation of SIP Writeups and Annexes	March 1 – April 4, 2022
SDAC Review of SIP	April 4 – 15, 2022
Submission of SDAC Quality Assured SIP to the SGOD-PAR thru the Records Section	April 11 – 25, 2022
Division Presentation of Selected SIP	April 18 – 22, 2022
DAC Review of SIP	April 11 – May 20, 2022

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12. Expenses relative to the conduct of preparation and submission of SIP shall be charged against local fund/MOOE subject to the usual accounting and auditing rules and regulations.
13. Immediate dissemination of and strict compliance to this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Office-in-Charge
Office of the Schools Division Superintendent

parmjdf03/07/2022

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