

**DEPARTMENT OF EDUCATION**

Region XIII

Caraga Administrative Region

**SCHOOLS DIVISION OFFICE OF SURIGAO CITY**

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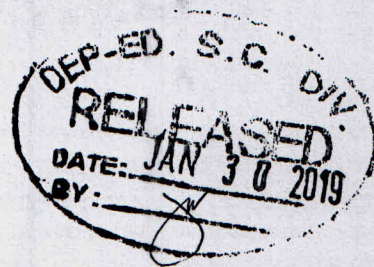
January 29, 2019

**DIVISION MEMORANDUM**

NO. 24 s. 2019

**RETOOLING OF SCHOOL HEADS IN THE CRAFTING OF ENHANCED SCHOOL IMPROVEMENT PLAN (e-SIP) FOR SY 2019-2020 TO SY 2021-2022 AND DIVISION ROLL-OUT ON THE PROGRAM MANAGEMENT INFORMATION SYSTEM**

To: Asst. Schools Division Superintendent  
SGOD and CID Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elem & Secondary School Heads  
Heads of Sections  
This division



1. Per DepEd 44 s. 2015, the Department of Education provided the minimum standard for the preparation of School Improvement Plan (SIP). The first e-SIP cycle which commenced in SY 2016-2017 will end this SY 2018-2019. Hence, in preparation for the next cycle for SY 2019-2020 to SY 2021-2022, this Schools Division of Surigao City through the Schools Governance and Operation Division (SGOD) shall conduct a two-day Seminar – Workshop on the Retooling of School Heads in crafting the enhanced SIP and the Division Roll-out on the Program Management Information System (PMIS) on February 7-9, 2019 at the 3<sup>rd</sup> floor, DepEd Bldg. Division of Surigao City.
2. The seminar workshops aims to:
  - a. Guide the new school heads who were not included during the first run of training; and will enlighten further those previously trained but were still a bit confused with the process;
  - b. Familiarize a simple and straightforward template that will guide schools in writing the SIP as a result of the planning process provided in DO 44 s 2015.
  - c. Orient the primary users of the Schools Division Office on the modules of the PMIS.
  - d. Place the PMIS modules' workflow processes in the functional divisions of the Schools Division Office.
3. Participants to this workshops are all public elementary and secondary school heads (Feb 7-8, 2019 only). SGOD and CID Chiefs, Education Program Supervisors, Public Schools District Supervisors, Division M and E, and Section Heads ( Feb. 9, 2019)
4. School Heads are advised to bring their hard and soft draft SIP (2<sup>nd</sup> cycle) and 2019 AIP and Division Personnel are advised to bring their 2019 WFP, laptop, extension wires and pocket wifi.
5. Participants on the third day (Saturday, Feb 9, 2019) will be given one –day Compensatory Time Off (CTO) as stipulated on CSC and DBM Joint Circular No. 2., s. 2004.
6. Immediate and wide dissemination of this memorandum is advised.

*[Signature]*  
**GILDA G. BERTE, PhD., CESO VI**  
Schools Division Superintendent

Reference:

DepEd Order 44 s. 2015