



Republic of the Philippines  
Department of Education  
Region XII  
**CITY SCHOOLS DIVISION OF TACURONG**  
Tacurong City



**DIVISION MEMORANDUM**

SGOD No: 24 s. 2019

**TO:** *OIC- Assistant Schools Division Superintendent  
Chiefs, SGOD and CID  
Education Program Supervisors  
Cluster Heads  
Elementary / Secondary School Heads  
This Division*

**FROM:** *LEONARDO M. BALALA, CESE*  
Schools Division Superintendent

**SUBJECT:** **SCHOOL IMPROVEMENT PLAN (SIP) FORMULATION SEMINAR – WORKSHOP**

**DATE:** July 9, 2019

1. Pursuant to DepEd Order No. 44, s. 2015 entitled "Guidelines On The Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC), schools are expected to begin a new SIP cycle starting January 2019. In line with this, the City Schools Division of Tacurong will conduct the School Improvement Plan (SIP) Formulation Seminar - Workshop on July 18-19, 2019 which will start at 8:00 am at the Conference Hall, Division Office, City of Tacurong.
2. This activity aims to enhance the participants' competencies necessary in preparing a strategic school improvement plan.
3. Each school shall have two (2) participants, specifically the School Head (no proxy allowed), School E-SIP Coordinator or SBM Coordinator.
4. To ensure a meaningful workshop, the participants are requested to bring the following:
  - a. Previous E-SIP including attachments;
  - b. Data (last three years) including enrollment, dropouts, failures, repeaters, graduation, data on readers and number of learners above and below passing rate per subject, number of severely nourished children, and other pertinent data;
  - c. Latest results of mapping of learners; and
  - d. Data on logistics including facilities, materials and ANNEX 1A School-Community Data (Schools are enjoined to accomplished such template before the actual seminar – workshop)
5. Schools are requested to bring a laptop and an extension wire.
6. Meals and snacks and other expenses relative to this activity shall be charged against Division HRTD Funds subject to the usual government accounting and auditing rules and regulations.
7. Immediate dissemination and compliance with this Memorandum is directed.