



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



DIVISION MEMORANDUM

SGOD No. 44, s. 2019

TO: *Assistant Schools Division Superintendent
Chiefs, Curriculum Implementation and
School Governance and Operations Divisions
Education Program Supervisors
Principals – in – Charge
All Elementary and Secondary School Heads
This Division*

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

SUBJECT: **SUBMISSION OF THE 3 – YEAR SCHOOL IMPROVEMENT PLAN
(SIP)**

DATE: July 23, 2019

1. As an offshoot of the Enhanced School Improvement Plan (ESIP) Formulation Seminar – Workshop which was conducted on July 18 – 19, 2019 at the Division Conference Hall, City of Tacurong, the submission of the School Improvement Plan for 2019 – 2022 shall be **on or before September 2, 2019**.
2. All School Heads are therefore advised to organize the School – Community Planning Team (SPT).
3. In line with this, the Cluster Heads, as enshrined in the Position and Competency Profile of the Public Schools District Supervisor under duties and responsibilities, are responsible for providing relevant and timely service to schools and learning centers through provision of technical assistance in school management and curriculum implementation.
4. With the foregoing, Cluster Heads shall take part in the SIP formulation activities of the school.
5. Moreover, the Project Designs which are part of the Annual Implementation Plan (AIP) shall be duly noted by the Cluster Heads before submission to this Office for approval.
6. Since SIP is a road map that sets out the changes a **school** needs to make to improve the level of student achievement, and shows how and when these changes will be made, it is essential that the School Planning Team shall be able to come up with a viable plan to address the needs of the learners.

7. To establish monitoring and evaluation process in terms of school implementation of program, project and activities (PPAs) and in coordination with the Division Accounting and Budget sections, all SIPs shall be submitted to the School Governance and Operations Division (SGOD) on or before the deadline in order to avoid future setback. This is also to ensure that school operation will not be hampered in the light of making sure that all learners access quality basic education.
8. For clarifications or queries as regards SIP formulation and to further understand the processes involved, the instructional videos can be downloaded through the link: [**bit.ly/SIPVideos**](http://bit.ly/SIPVideos).
9. For the information and guidance of all concerned.