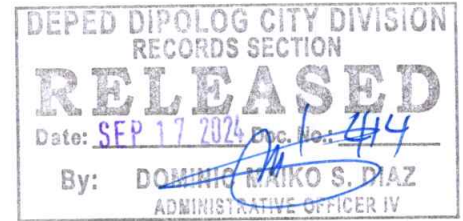




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



September 17, 2024

DIVISION MEMORANDUM
No. 414, s. 2024

**CREATION AND COMPOSITION OF THE SIP APPRAISAL COMMITTEE
AND ACTIVITY TIMELINE**

TO : **Assistant School Division Superintendent**
Chief Education Program Supervisor-CID & SGOD
Public Schools District Supervisors
School Heads/Administrators
Other Concerned Personnel
This Division

1. Pursuant to DepEd Order 44, s. 2015 titled, **“GUIDELINES ON THE ENHANCED SCHOOL IMPROVEMENT PLANNING (SIP) PROCESS AND THE SCHOOL REPORT CARD (SRC)**, which aims to provide a roadmap that lays down specific interventions that a school, with the help of the community and other stakeholders, will undertake within a period of three consecutive school years.
2. The SIP appraisal is one major activity that shall be done by a committee who will look into the contents of the SIP to make sure that the quality standards are met.
3. With this, the Division Office is hereby constituted the members of the SIP Appraisal Committee as follows:

Chairperson: Dr. Rosalio B. Conturno, ASDS
Co-Chairperson: Dr. Amelinda D. Montero, Chief-CID
Dr. Nur N. Hussien, Chief-SGOD

Members:

Public Schools District Supervisor (by invitation depending on the district where the school belongs)

Representative from the Finance Division
Mr. Luisiano Murro, SEPS SMME/SBM Coordinator

Mr. Alan D. Chiu, DRRM Coordinator/OIC-AO V

Ma. Antoinette F. Nazareth, Planning Officer III

Secretariat: Administrative Officer II (by District)





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- The SIP Appraisal shall be done using the SIP Quality Assessment Tool. This tool shall be used to check if the SIPs meet the quality standard. The SAC shall provide some points for improvements to further improve the SIP.
- Below is the SIP Activity Timeline for your guidance and reference, to wit:

Activity	Date	Person/Unit Involved
SIP Workshop with the New SIP Outline	August 19-21, 2024	Resource Person/Facilitator and School Head & School-based Non-teaching
Completion of the SIP	September 5 – 20, 2024	School Head & School-based Non-teaching
Presentation of the SIP Before the SIP Appraisal Committee		
East District	October 22, 2024 8:30 AM to 5:00 PM (Venue: ZNNHS)	SIP Appraisal Committee
West District	October 23, 2024 8:30 AM to 5:00 PM (Galas ES)	SIP Appraisal Committee
North District	October 24, 2024 (DPDS) 8:30 AM to 5:00 PM	SIP Appraisal Committee
South District	October 25, 2024 (Punta CS) 8:30 AM to 5:00 PM	SIP Appraisal Committee
Finalization of the SIP with the integration of the comments/suggestions/recommendations from the members of the Committee to include approval from the office of SDS	November 11 to 15, 2024	School Head & School-based Non-teaching



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Submission to the Division Office a copy of SIP	November 26 to 29, 2024	SEPS and EPSA II, SMME
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6. For more information, you may contact Mr. Nur N. Hussien, SGOD Chief, or Mr. Luisiano S. Murro through their cellphone numbers: 09171346335 or 09152279618 respectively.
7. Immediate dissemination of this memorandum is highly desired.


MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent 