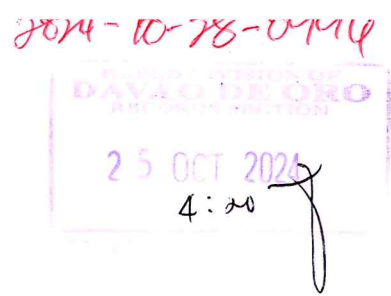




Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division Superintendent

October 17, 2024


DIVISION MEMORANDUM

No. 1004, s.2024

Additional Information to DM No. 958, s. 2024
School Improvement Plan (SIP) Development Writeshop
Planning Cycle 2025-2028

To: CID Personnel Concerned
SGOD Personnel Concerned
School Heads Concerned
Division Planning Team

1. In compliance with DepEd Order No. 44, s. 2015 (Enhanced School Improvement Planning), and DepEd Order No. 24, s. 2022 (Adoption of the Basic Education Development Plan 2030, this Office has directed all schools to actively participate in the School Improvement Plan (SIP) Development Writeshop for Planning Cycle 2025-2028.
2. To ensure the smooth conduct of the activity, the **Division Planning Team** has been constituted, as indicated in the attached list, and will facilitate the writeshop sessions.
3. Travel and incidental expenses shall be charged to Division/School MOOE.
4. For all participants whose travel is approved by the undersigned, this Memorandum serves as **Authority to Travel (ATT)**.
5. Participants attending on Saturdays will be granted Compensatory Overtime Credit (COC)/ Service Credits (SC).
6. For your information and guidance.


PHOEBE GAY L. REFAMONTE, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

Office of the Schools Division Superintendent

DIVISION PLANNING TEAM

Composition:

Chairperson: Phoebe Gay L. Refamonte
Co- Chairperson: Emma A. Camporedondo
Members:

Ruben J. Reponte	- Chief of SGOD
Arlyn B. Lim	- Chief of CID
Annalyn M. Loreto	- SEPS
Shiela L. Cambungga	- PO III
Felvic B. Pernito	- SP II
Andy P. Cabudoc	- EPS
Kristian Anhara L. Martesio	- SPIV
Renato C. Pacpakin	- EPS
Emmanuel B. Clarion	- EPS
Wilfredo P. Takasan	- EPS
Joel S. Jumalon	-PDO II
Rosalie G. Maghinay	- SEPS
Gringo F. Pelaez	- Medical Officer
Marnelyjane A. Bernal	- SEPS

Secretariat:

Mae Amor Curimao – ADAs
Patricia Ysabella Valledor- Project Development Assistant





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Function of the Division Planning Team:

1. **Planning and Coordination:** Organize and ensure the effective conduct of the SIP Development Writeshop for the 2025-2028 planning cycle. This includes preparing the necessary materials, schedules, and logistical arrangements for the activity.
2. **Facilitation of Sessions:** Lead and facilitate the writeshop sessions by providing technical guidance and support to the participants. Ensure that schools are aligned with the requirements of DepEd Order No. 44, s. 2015 and DepEd Order No. 24, s. 2022.
3. **Monitoring and Evaluation:** Oversee and monitor the progress of the writeshop, ensuring that participants complete their SIPs on time and with the required quality. Provide feedback and recommendations for improvements.
4. **Documentation:** Ensure proper documentation of the writeshop process, including attendance, minutes of the sessions, and submission of the completed SIPs for review and approval.
5. **Technical Assistance:** Provide technical assistance to schools in the formulation, validation, and finalization of their School Improvement Plans to ensure they meet the standards and objectives outlined in the Basic Education Development Plan (BEDP) 2030.
6. **Reporting:** Submit a comprehensive report on the conduct of the writeshop and the status of SIPs across all schools to the Schools Division Superintendent for further action and endorsement.





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Office of the Schools Division Superintendent

School Improvement Plan (SIP) Development Writeshop
 Planning Cycle 2025-2028

Matrix of Activity

Day 1	Time	Activity	Responsible Person
	7:00-8:00 AM	Registration	TWG
	8:00-8:30AM	Preliminaries	TWG
	8:30-9:30AM	Presentation of DEDP Targets	Annalyn M. Loreto
	10:00-11:00	Session: Access	Shiela L. Cambungga/ Annalyn M. Loreto
	11:00-12:00	Writeshop	
	1:00-2:00	Writeshop	
	2:00-3:00	Session: Equity	Felvic B. Pernito/ Andy P. Cabudoc
	3:00-5:00	Writeshop	
Day 2	8:00-8:15	MOL	
	8:15-9:30	Session: Quality	Kristian Anhara L. Martesio/ Renato C. Pacpakin/ Emmanuel B. Clarion
	9:30-12:00	Writeshop	
	1:00-2:00	Writeshop	
	2:00-3:00	Session: Resilience	Wilfredo P. Takasan/ Joel S. Jumalon/ Rosalie G. Maghinay/ Gringo F. Pelaez
	3:00-5:00	Writeshop	
Day 3			
	8:00-8:15	MOL	
	8:15-9:30	Session: Governance	Wilfredo P. Takasan
	9:30-12:00	Writeshop	
	1:00-2:00	Monitoring and Evaluation	Marnelyjane A. Bernal
	2:00-4:00	SIP Appraisal and Approval	Appraisal Team
	4:00-5:00	Closing Program	

