



Republic of the Philippines
Department of Education
 Caraga Region
 J. P. Rosales Ave., Butuan City



September 11, 2018

REGIONAL MEMORANDUM
 No. 499 s. 2018

**REGIONAL RETOOLING OF SCHOOL HEADS IN CRAFTING ENHANCED SCHOOL
 IMPROVEMENT PLAN (E-SIP) 2019-2021**

To: Schools Division Superintendents
 SGOD Chiefs
 Division SBM Coordinators
 This Region

1. The School Improvement Plan (SIP) is 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 implementation of development activities integral to it are school projects under the Continuous Improvement Program (CIP), the creation and mobilization of Learning Action Cells (LACs), and the preparation of the School Report Card (SRC). SIP seeks to provide those involved in school planning an evidence-based, systematic approach with the point of view of the learner as the starting point.
3. To ensure that crafting of the next cycle of ESIP is in accordance to DepEd Order No. 44, s. 2015, there will a Three-Day Regional Retooling of School Heads in crafting Enhance School Improvement Plan (E-SIP) to be conducted on November 15-17, 2018 within Butuan City.
4. This activity aims to:
 - a. Revisit the implementation of ESIP 2016-2018;
 - b. Document success stories in the implementation of ESIP 2016-2018;
 - c. Capacitate the School Heads/Division Trainers in crafting the ESIP 2019-2021 in accordance to DepEd Order No. 44, s. 2015
5. Participants to this training are the 12 Division SBM Coordinators and school heads who shall be selected by the SDOs based on the following criteria:
 - i. Commitment, Competence, and Character
 - ii. Can be a trainer and/or mentor
 - iii. Currently holding a school (School Head)
 - iv. has attended and/or facilitated the SHDP conducted by the region
 - v. ICT literate

6. Distribution of participants:

Divisions	Facilitators/Staff	Division SBM Coordinator	No. of School Heads
Regional Office			
FTAD	4		
QAD	1		
IT	1		
Agusan del Sur	1	1	9
Agusan del Norte		1	7

Bayugan City		1	5
Bislig City		1	7
Butuan City	2	1	7
Cabadbaran City		1	5
Dinagat		1	7
Siargao	1	1	7
Surigao City	2	1	6
Surigao del Norte		1	7
Surigao del Sur	1	1	9
Tandag City		1	5
Total	13	12	81

7. Participants are expected to be at the venue before 8:00 o'clock in the morning for registration on Day 1 (November 8, 2018).

8. Each participant is required to bring a copy of the E-SIP 2016-2018, Updated School Report Card, AIP 2018 and other relevant documents needed in the crafting of the development plan.

9. List of Participants shall be forwarded to the Regional Office through ftad_caraga@deped.gov.ph following the attached template (Annex A) on or before October 31, 2018.

10. Expenses for the venue and accommodation of the participants from the RO and SDOs are charged to the HRTD Funds while transportation expenses shall be shouldered by the Local Funds subject to the usual auditing rules and regulations.

10. A copy of Travel Authorities duly signed by the Schools Division Superintendent shall be submitted to the training secretariat during the registration of participants.

11. For compliance.


 FRANCIS CESAR B. BRINGAS, CESO V
 OIC-Regional Director

Enclosure: As stated
Reference: None

TO BE INCLUDED IN THE PERPETUAL INDEX UNDER THE FF SUBJECTS:
E-SIP TRAINING

ftad03/apm

Annex A

LIST OF PARTICIPANTS TO THE
REGIONAL RETOOLING OF SCHOOL HEADS IN CRAFTING ENHANCED SCHOOL IMPROVEMENT PLAN (E-SIP) 2019-2021
Division of _____

No.	Name			Sex	Position/Designation	Contact Number	Food Restriction	Staying in the hotel	
	Surname	First Name	MI					Yes	No

Prepared by:

Division SBM Coordinator

Noted by:

Schools Division Superintendent