



Republic of the Philippines
Department of Education
 REGION V – BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES



March 30, 2023

DIVISION MEMORANDUM

No. 132, s. 2023

INSTRUCTION ON THE PREPARATION AND SUBMISSION OF THE SCHOOL IMPROVEMENT PLAN (SIP) FOR SY 2022-2023 TO SY 2024-2025

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors/In-Charge of the District
 Public Elementary and Secondary School Heads
 All Others Concerned

1. Compliant with DepEd Order No. 44, s. 2015 *Guidelines on the Enhanced School Improvement Planning (SIP) and the School Report Card (SRC)*, all schools are advised to prepare and submit their SIP.

2. Reference materials that were presented during the coaching on the crafting and alignment with the DEDP can be accessed through this link:
https://drive.google.com/drive/folders/1PqIY4KP9ZN3I2say-39SpDjy8zmBSjEF?usp=share_link

3. It is emphasized that all Programs, Projects, and Activities (PPAs) and targets must be aligned with the four pillars of the Basic Education Development Plan (BEDP) 2030 – access, equity, quality, resiliency and well-being, and governance as an enabling mechanism. Moreover, the PPAs and performance targets in the DEDP must be considered in the alignment.

4. All School Heads are reminded to follow the timeline for the successful preparation and submission of SIPs.

Activities	Timeline
Submission of the Draft SIP	March 17 to April 30, 2023
Submission of the Draft SIP and review by the Division Appraisal Committee	March 17 to May 16, 2023
Finalization and Resubmission of the SIP	May 17-31, 2023

5. Expenses relative to the preparation and submission of SIP shall be charged against local fund/MOOE subject to the usual accounting and auditing rules and



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regulations. Service credit may be given to teachers while COC for non-teaching personnel for services rendered on Saturdays and Sundays, as the case may be.

6. **The Certificate of Acceptance must be undersigned first by any member of the Division Appraisal Committee before the approval of the Schools Division Superintendent.**

7. Immediate dissemination of and strict compliance with this Memorandum is desired.

SUSAN S. COLLANO, CESO V
Schools Division Superintendent, *sk*

