



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

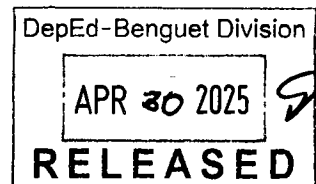
29 April 2025

DIVISION MEMORANDUM

No. 180, 52025

**Orientation- Workshop on the Preparation of SY 2025- 2026 to SY 2027-
2028 School Improvement Plan (SIP)**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Division Personnel Concerned

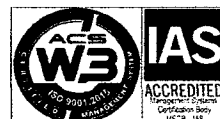


1. Pursuant to Republic Act No. 9155 known as Governance of Basic Education Act of 2001, all schools are required to submit their School Improvement Plans (SIP) for School Years 2025- 2028.
2. Relative to this, all schools are hereby enjoined to start formulating their SIPs particularly on the Preparatory and Assess Phases of the plan formulation, conforming to the attached activities and suggested timelines (enclosure 3):
3. As an initial activity, an **Orientation- Workshop for School Heads** will be conducted on **May 04; 17-18 2025** at a venue to be announced later. The districts will be grouped and distributed on various dates (enclosure 1).
4. Meals and snacks to be served shall be charged against MOOE subject to accounting and auditing rules and regulations.
5. This memorandum shall serve as Authority to Travel on Official Business for the expected participants.
6. For guidance and strict compliance of all concerned.

ESTELA P. LEON-CARIÑO, EdD, CESO III
Regional Director and
Concurrent Officer In-charge
Office of the Schools Division Superintendent



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Enclosure 1: Schedule of each District

Day/ Group	District	School Heads	PSDS/ PSDI	SDO Faci and Sec	Total
May 09, 2025	Atok	21	1	7	78
	Buguias	48	1		
May 13, 2025	Itogon I	21	1	7	82
	Itogon II	20	1		
	La Trinidad	31	1		
May 14, 2025	Tublay	20	1	7	82
	Bokod	22	1		
	Kabayan	19	1		
	Sablan	10	1		
May 15, 2025	Bakun	22	1	7	69
	Kapangan	20	1		
	Kibungan	17	1		
May 16, 2025	Mankayan	32	1	7	79
	Tuba	38	1		
TOTAL					390



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Enclosure 2: Matrix of Activities

PROGRAM OF ACTIVITIES

Time	Activity	Responsible Person
7:45am – 8:00am	Registration	
8:00am – 8:30am	Opening Program	
	Prayer	AVP
	Nationalistic Song	AVP
	Acknowledgement of Participants	Facilitator SEPS, P&R
	Message	Estela P. Leon-Cariño Edd, CESO III Regional Director and Concurrent Officer In- charge Office of the Schools Division Superintendent
	Rationale/ Overview of the Activity	Stephen Bulalin
8:30am- 9:30am	5-Point Agenda, Key Outcomes, and PPAs covered under the ff: <ul style="list-style-type: none">- Agenda 1: Invest in Teacher Quality and Equip them with Skills and Resources/ Key Outcome: High Performing Teachers- Agenda 4: Raise Education Quality Through Upgraded Curriculum, Modernized Assessment and Digitally Enabled Schools/ Key Outcome: High Quality of Education- Agenda 5: Prepare Graduates for Employment, Entrepreneurship or Higher Education/ Key Outcome: Empowered and Employable Filipinos	CES Rizalyn A. Guzman/ CID Personnel



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9:30am- 12:00nn	Orientation Proper	Lucio B. Alawas CES, SGOD
	Preparatory Activities <ul style="list-style-type: none">a. SPT Organizationb. VM and Core Values sharingc. List of SPT Roles and Responsibilitiesd. SPT Timelines	
	Assess: <ul style="list-style-type: none">a. School's Current Situationb. School Priority Improvement Areas (PIA)c. General Objectivesd. Planning Worksheet	
	Plan: <ul style="list-style-type: none">a. Project Work Plan & Budget Matrixb. Annual Implementation Plan for Year 1	
	Monitoring and Evaluation	
12:00nn- 1:00pm	Lunch	
1:00pm- 2:00pm	Orientation Proper (continuation)	
4:30pm- 5:00pm	Financial Aspect	Florabel E. Buclay AO V/ Budget Officer
5:00pm- 5:20pm	Ways Forward and Closing	CES Lucio B. Alawas



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Enclosure 3: Activities and Suggested Timelines

Activities	Documentary Requirements	Suggested Time Frame	Person/ Unit Responsible
A. Preparatory Activities			
Form the School Planning Team (SPT): School Head Student/ Pupil representative Teacher representative Parent Representative BLGU representative Member of BDRRMC Member of School CPC, etc	<ul style="list-style-type: none"> List of Members for the SPT with their representations 	May 2025	SPT
Convene the SPT for orientation, vision sharing, and scheduling - See ESIP Guidebook pages 4-10 for reference	<ul style="list-style-type: none"> Documentation of the Vision sharing activity, their aspirations for the school and learners and their insights on DepEd VM and Core Values List of SPT Roles and Responsibilities SPT Timelines 	May 2025	SPT Members
B. Assess			
a) School's Current Situation - Gather and organize the necessary data - School may also highlight their achievements in areas where they excel or perform highly, whether at the district, division, region, or national level.	<ul style="list-style-type: none"> Annex 1A- 2C: School-Community Data Template Child Mapping Tool (Annex 1B) Child Friendly School Survey (Annex 2A) Child Protection Policy Implementation Checklist (Annex 2B) School Watching Checklist and Hazard Map) Gap Analysis Template (Annex 3) 	May- June 2025	School head and selected team
b) School Priority Improvement Areas (PIA) - Use the 5-point scale ranking provided in the ESIP Guidebook (page 13) - Align the PIAs in column 3 with the appropriate learning stages and intermediate outcomes (IOs) of the Planning Worksheet (Annex 5)	<ul style="list-style-type: none"> Identifying PIA matrix (Annex 4) 	May- June 2025	
c) General Objectives - Write the corresponding General Objectives in column 4 of the Planning Worksheet - Ensure that these are SMART and responsive to the PIAs	<ul style="list-style-type: none"> Root Cause Analysis (Annex 8) Planning Worksheet (Annex 5) 	May- June 2025	SPT Members



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d) Planning Worksheet (Annex 5) - Write three to four sentences describing contents of the fully accomplished Planning Worksheet	<ul style="list-style-type: none">Target(s) for each objective statement, and identify it will happen in Year 1, Year 2, or Year 3 of the SIP cycle (columns 6th- 8th) Note: Targets must be written in quantitative form	May- June 2025	SPT Members																														
C. Plan																																	
a) Project Work Plan & Budget Matrix	<ul style="list-style-type: none">List of Solutions for the identified root causesProject Work Plan and Budget Matrix (Annex 9)<ul style="list-style-type: none">One project workplan per solution which contains the following: problem statement, project objective statement, activities, output	June- July 2025	SPT Members																														
b) Annual Implementation Plan for Year 1	<ul style="list-style-type: none">Annual Implementation Plan (Annex 10)SRC	June- July 2025	SPT Members																														
D. Monitoring and Evaluation																																	
Accomplish Monitoring Report Form indicating the schedules/ dates of monitoring	<ul style="list-style-type: none">Monitoring Report Form	June- July 2025	SPT Members																														
E. Submission of SIP	<ul style="list-style-type: none">Draft SIP (for appraisal by Division Review and Evaluation Committee [DREC])Submission of fully packaged SIPSIP packaging forms and style:<ul style="list-style-type: none">Printing: 1 side only/ not back-to-backFont: ArialPaper size: A4Binding: Soft boundColor Code (cover):<table><tr><td>District</td><td>Color</td></tr><tr><td>Atok</td><td>Light Blue</td></tr><tr><td>Bakun</td><td>Light Green</td></tr><tr><td>Bokod</td><td>Pink</td></tr><tr><td>Buguias</td><td>Orange</td></tr><tr><td>Itogon 1</td><td>Light Yellow</td></tr><tr><td>Itogon 2</td><td>White</td></tr><tr><td>Kabayan</td><td>Gray</td></tr><tr><td>Kapangan</td><td>Brown</td></tr><tr><td>Kibungan</td><td>Purple</td></tr><tr><td>La Trinidad</td><td>Dark Blue</td></tr><tr><td>Mankayan</td><td>Dark Yellow</td></tr><tr><td>Sablan</td><td>Red</td></tr><tr><td>Tuba</td><td>Dark Green</td></tr><tr><td>Tublay</td><td>Maroon</td></tr></table>	District	Color	Atok	Light Blue	Bakun	Light Green	Bokod	Pink	Buguias	Orange	Itogon 1	Light Yellow	Itogon 2	White	Kabayan	Gray	Kapangan	Brown	Kibungan	Purple	La Trinidad	Dark Blue	Mankayan	Dark Yellow	Sablan	Red	Tuba	Dark Green	Tublay	Maroon	July 2022	SPT Members DREC
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		On or before August 1 2025	School Head																														



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