



Republic of the Philippines  
**Department of Education**  
 Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
 Dipolog City 7100

DEPARTMENT OF EDUCATION  
 DIVISION OF ZAMBOANGA DEL NORTE  
 DIPOLONG CITY, 7100

**RELEASED**

03 FEB 2016

Division Memorandum  
 No. OSP s. 2016

BY: \_\_\_\_\_  
 NAME / SIGNATURE

DATE: \_\_\_\_\_

TO : Public Schools District Supervisors  
 School Heads/Principals

FROM : **NATIVIDAD P. BAYUBAY, CESO VI**  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

SUBJECT : **Conduct of Baseline Data Collection**

DATE : February 1, 2016

1. Relative to the holding of the Training Workshop on the 2015 Enhanced School Improvement Planning (SIP) Process on February 29, 2016 to March 2, 2016, this Office hereby directed all concerned to conduct necessary preparatory activities including baseline data collection/gathering using the following templates, among others:
  - 1A – School-Community Data Template;
  - 1B – Child Mapping Tool;
  - 2A – Child-Friendly School Survey;
  - 2B – Child Protection Policy Implementation Checklist; and
  - 2C – Student – Led School Watching and Hazard Mapping.
2. It is expected that the aforementioned templates are completed and/or fully accomplished on/or before February 28, 2016 as they will be collected, presented and/or utilized during the actual SIP Training Workshop.
3. For strict compliance.