



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


RELEASED

BY:  NAME/SIGNATURE

DATE: 24 FEB 2016

Division Memorandum  
 No. 081 s.2016

TO : ALL PERSONNEL CONCERNED

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

SUBJECT : Schools Division Quality Assurance and Monitoring and Evaluation  
 (QAME) on School Improvement Plan (SIP)

DATE : February 22, 2016

1. To ensure quality standards in the formulation of the School Improvement Plan (SIP) CY 2016-2019, the Office of the Schools Division Superintendent hereby directed the formation of the Schools Division Quality Assurance and Monitoring and Evaluation as follows:

Chairperson : Joy E. Leytran-Singson;  
 Members : Arcelita B. Zamoras;  
 Evelyn C. Labad;  
 Carina C. Piamonte *alternate* Wilson H. Inding; and  
 Roldan B. Calapiz *alternate* Jessie E. Elacan.

2. As a QAME Team, it is expected that you provide most necessary guidance and/or technical assistance to the school heads/principals in the preparation of the School Improvement Plans.
3. Likewise, you are advised to strictly observe with the given SIP timelines. Should the SIP satisfy all the requirements and/or criteria, the QAME shall endorse the same to the Office of the Superintendent for approval.
4. For information, guidance and compliance.