



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



Division Memorandum
No. 60, S. 2021

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
SGOD & CID Chiefs
PSDSs/PICDs
Principals & School Heads
School SIP Coordinators
All Others Concerned
This division

From: **MA. LIZA R. TABILON** EdD CESO V
Schools Division Superintendent

Subject: CREATION OF DISTRICT SIP TEAM

Date February 9, 2022

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. With this, this Division announces the creation of the **District School Improvement Plan Team**.
2. The District SIP Team will be responsible for:
 - A. Providing Technical Assistance to Schools in crafting SIP.
 - B. Evaluating School SIPs for Quality Assurance.
 - C. Initiating activities for the enhancement of SIP.
 - D. Submission of SIP by District to the Division Planning & Research Unit.
3. The District SIP Team will be composed of:
 - a. PSDS/PICD (CHAIRPERSON)
 - b. District SIP Coordinators (preferably appointed by the PSDS/PICD)
 - c. Principal of Main High School (MEMBER)
 - d. Principal of Central School (MEMBER)
 - e. Selected School Heads (MEMBER)
 - f. District ICT Coordinator (MEMBER)
 - g. Teacher Association President (MEMBER)
4. Attached herewith is the SIP Process Flow
5. For information, guidance, and dissemination.

SGOD/P&R/hjr/Proposition of District SIP Team/DM-006-2022/02092022

N-avigating
O-pportunities to
R-engineer for
T-ransformation &
E-mpowerment



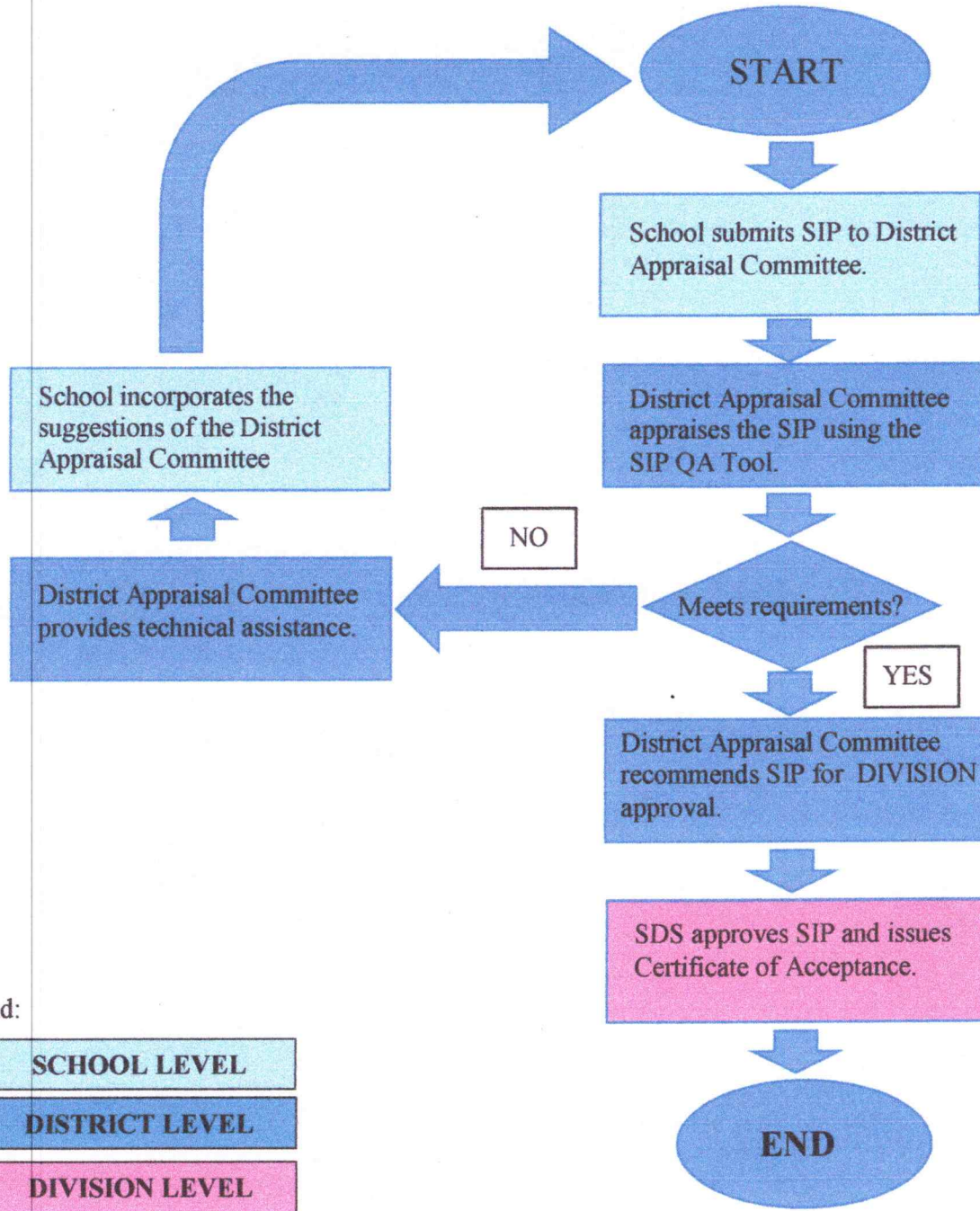
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"Be and Do Much Better Each Day
with a
Sense of Urgency"



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Legend:

- SCHOOL LEVEL
- DISTRICT LEVEL
- DIVISION LEVEL

SIP APPRAISAL PROCESS FLOW

N-avigating
 O-pportunities to
 R-eengineer for
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