



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III



**SCHOOLS DIVISION OF NUEVA ECJA**

Old Capitol Compound, Burgos Avenue, Cabanatuan City 3100

December 28, 2015

**DIVISION MEMORANDUM**

No. 222, s. 2015

**To: Public Schools District Supervisors  
Elementary and Secondary School Heads**

**Re: Division Level Training on the Enhanced School Improvement Process (SIP)**

1. The Schools Division of Nueva Ecija will be conducting a Division Training for the Enhanced School Improvement Process (SIP) as per DepEd Order # 44, Series of 2015. Please see enclosure No. 1 for the training matrix and date and venue.
2. This program aims to:
  - a. Train the Public Schools District Supervisors and Elementary and Secondary School Heads on Continuous Improvement (CI) methodology.
  - b. Provide mechanisms for greater participation and involvement of the school heads, teachers and all other stakeholders in the planning and implementation of the SIP using CI methodology and processes.
  - c. Orient the participants on the steps of the planning process utilizing the CI tools and processes.
3. Participants of this activity are the Public Schools District Supervisors (PSDS) and Elementary and Secondary School Heads.
4. Foods and materials during the duration of the activity shall be charged to Division INSET funds.
5. Transportation and other incidental expenses shall be charged against school MOOE or other local funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this memorandum is required.

**RONALDO A. POZON, Ph.D., CESO V**  
Schools Division Superintendent



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Enclosure No. 1

**Training Matrix**

<b>Time</b>	<b>Topic</b>	<b>Facilitator</b>
8:00-8:15	Opening Program	Bernabe P. Gaya
8:16-9:00	SIP Overview	Luis M. Calison
8:01-10:00	Preparation for SIP Development	Enrique S. Angeles. Jr.
10:01 -11:00	Identification/Review for Priority Improvement Areas	Ramil P. Polintan
11:01-12:00	Analyze the Priority Improvement Areas	Lulu B. Diamante
12:00-1:00	Lunch	
1:01-2:00	Analyze the Priority Improvement Areas (Continuation)	Eleanor A. Manibog
2:01-3:00	SIP Planning	Rowena M. Castillo
3:01-4:00	Test and Roll out the Solutions	Alfredo Espinosa
3:01-5:00	Checking Progress of AIP	Celia M. Inducil

**Date and Venue**

<b>Congressional District</b>	<b>Date</b>	<b>Venue</b>
CD 1-A (Aliaga, Cuyapo I, Cuyapo II, Guimba East, Guimba West and Licab)	Jan. 18, 2016	San Antonio Elem. School
CD 1-B (Nampicuan Quezon, Sto. Domingo, Talavera North, Talavera South, Zaragoza)	Jan. 19, 2016	Zaragoza National High School
CD II	Jan. 20, 2016	Llanera Central School
CD III	Jan. 21, 2016	Sta. Rosa Central School
CD IV	Jan. 22, 2016	Cabiao National High School



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**PROPOSED BUDGET**

**Number of Participants:**

PSDSs - 33  
Elem. School Heads - 611  
High School Heads - 109  
**753**

**FOOD**

AM Snacks –	Php	40.00 x 753	=	Php 30,120.00
Lunch-	Php	100.00 x 753	=	Php 75,300.00
PM Snacks-	Php	40.00 x 753	=	Php <u>30,120.00</u>
				<b>Php 135,540.00</b>

**MATERIALS**

1 ream Parchment paper	-	Php 750.00
5 reams short bond paper (180.00x5)	-	900.00
1 bottle red computer printer ink	-	290.00
1 bottle yellow computer printer ink	-	290.00
1 bottle blue computer printer ink	-	290.00
1 bottle black computer printer ink	-	290.00
1 Tarpaulin (4x6 ft.)	-	<u>1,000.00</u>
		<b>Php 3,810.00</b>

**Php 139,350.00**  
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Prepared by:

*[Signature]*  
**LUIS M. CALISON**  
Chief, SGOD

Approved:

*[Signature]*  
**RONALDO A. POZON, Ph.D., CESO V**  
Schools Division Superintendent ✓