



DepEd MEMORANDUM
No. **424** , s. 2010

SEP 3 0 2010

**CAPABILITY-BUILDING PROGRAM ON SCHOOL IMPROVEMENT PLAN (SIP)
APPRAISAL AND SIP MONITORING AND EVALUATION (M&E)**

To: Regional Directors
Schools Division/City Superintendents
Heads, Public Schools
All Others Concerned

1. The National Educators Academy of the Philippines (NEAP) shall conduct the Capability-Building Program on SIP Appraisal and SIP Monitoring and Evaluation (M & E) initially for the priority divisions. (See enclosed for list of divisions). The exact date and venue of the program for the remaining divisions shall be announced through an advisory.
2. The capability-building program aims to strengthen the capability of Division personnel and staff who will compose the Division Quality Management Team and who will be tasked to appraise the quality and viability of the SIPs. Specifically, the participants are expected to:
 - a. develop understanding on fundamental concepts and principles of quality assurance and monitoring and evaluation;
 - b. develop understanding on the Quality Assurance and Accountability Framework (QAAF) and the role of the division and district personnel and staff in providing quality technical support to schools;
 - c. enhance knowledge and skills to implement and manage the SIP appraisal process;
 - d. demonstrate understanding on the importance of this appraisal process in the development and implementation of educational plans;
 - e. enhance capabilities of division staff on providing technical assistance to schools in terms of developing a plan, that is relevant in designing interventions and technically correct and feasible strategies;
 - f. assess the quality of SIPs and suggest improvements that will make these more relevant and feasible;
 - g. prepare tools and instruments that will assess the compliance of schools to Quality Assurance (QA) Standards;
 - h. demonstrate understanding on the principles and concepts of M & E;
 - i. identify members of the Division Quality Management Team that will appraise the SIP and understand their roles and responsibilities;
 - j. prepare Division Implementation Plan for SIP Appraisal; and
 - k. develop ability to identify tools in assessing implementation of the SIP.



3. Six (6) participants per division are encouraged to attend such as the following:

- a. one (1) schools division/city superintendent or assistant schools division superintendents;
- b. one (1) education supervisors in-charge of SBM;
- c. one (1) education supervisors in-charge of M & E;
- d. one (1) education supervisors in-charge of ALS;
- e. one (1) Philippine schools district supervisor (PSDS); and
- f. one (1) planning officer.

4. The NEAP shall undertake the overall management and supervision of the above activities, and shall facilitate the provision for the meals and accommodation of participants, resource speakers/facilitators, and coordinators and staff; supplies and materials; training kits.

5. Travel expenses of resource persons/facilitators and NEAP training coordinators and staff; allowable professional fees of resource persons/facilitators; will be charged to Human Resource Training and Development (HRTD) Fund. However, travel expenses of the participants will be charged to local funds subject to the usual accounting and auditing rules and regulations.

7. For further details, please contact Dr. Nemia M. Manlapaz, Project Manager, NEAP at telephone nos.: (02) 635-4796 and (02) 633-9455.

8. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:

As stated

Reference:

DepEd Order: (No. 23, s. 2010)

To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS
PROGRAMS
PROJECTS
SCHOOLS

**CAPABILITY- BUILDING PROGRAM ON SCHOOL IMPROVEMENT PLAN (SIP) APPRAISAL
AND SIP MONITORING AND EVALUATION (M&E)**

LIST OF DIVISIONS

Region II

**Tuguegarao City
Cawayan City
Nueva Viscaya
Isabela
Quirino
Cauayan City
Cagayan**

Region IV- A

**Quezon
Rizal
Laguna
Cavite
Lucena City
Sta Rosa City
Calamba**

Region VII

**Cebu
Danao City
Talisay City
Negros Oriental
Bayawan City
Bohol
Tanjay City**

Region IX

**Dapitan City
Isabela
Zamboanga City
Pagadian City
Zamboanga del Norte
Dipolog City
Zamboanga del Sur**

Region III

**Cabanatuan
Tarlac City
Aurora
Zambales
Nueva Ecija
Munoz Science City
Angeles City**

Region IV- B

**Palawan
Occidental Mindoro
Oriental Mindoro
Puerto Princesa City
Marinduque
Calapan City
Romblon**

Region VIII

**Samar (Western Samar)
Tacloban City
Calbayog city
Ormoc
Eastern Samar
Tacloban
Maasin City**

Region XI

**Davao del Sur
Davao Oriental
Davao del Norte
Compostela Valley
Davao City
Island Garden City of Samal
Panabo City**

CARAGA

**Butuan City
Agusan del Norte
Bislig City
Surigao City
Surigao Norte
Siargao
Agusan Sur**

NCR


**Malabon & Navotas
Pasay City
Manila
Paranaque City
Taguig & Pateros
Mandaluyong
Muntinlupa**

CAR

**Baguio City
Apayao
Mt. Province
Kalinga**

**Abra
Ifugao
Benguet**

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