



Republika ng Pilipinas
(*Republic of the Philippines*)
KAGAWARAN NG EDUKASYON
(*DEPARTMENT OF EDUCATION*)
PAMBANSANG PUNONG REHIYON
(*NATIONAL CAPITAL REGION*)
Daang Misamis, Bago Bantay, Lungsod Quezon
(*Misamis St., Bago Bantay, Quezon City*)

Department of Education
National Capital Region

RELEASED

By: 14 JAN 2019
Date: 14 JAN 2019 Time: 3

January 9, 2019

Regional Memorandum

No. 13 s. 2019

To: **Regional Functional Divisions (QAD, FTAD, PPRD)**
Schools Division Superintendents


**SCHOOL IMPROVEMENT PLAN (SIP) INSTRUCTIONAL VIDEOS, STYLEGUIDE, APPRAISAL
PROCESS, AND QUALITY ASSESSMENT (QA) TOOL**

Please find the above titled document issued by the Office of Atty. Revsee A. Escobedo, Assistant Secretary for Project Management, BHROD and Field Operations through unnumbered Memorandum dated November 27, 2018.

The said attachments can also be downloaded through bit.ly/QAToolandStyleguide.

Moreover, SIP's Instructional Videos is also provided which can be accessed via bit.ly/SIPVideos.

For information and appropriate action.


WILFREDO E. CABRAL
Officer-in-Charge
Office of the Regional Director

F5/QAD




Republic of the Philippines
Department of Education

Office of the Assistant Secretary

MEMORANDUM

TO: REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
FTAD AND SGOD CHIEFS
SBM COORDINATORS
SCHOOLS HEADS
ALL OTHERS CONCERNED

FROM: 
ATTY. REV. SEE A. ESCOBEDO
Assistant Secretary for Project Management,
BHROD, and Field Operations

SUBJECT: *School Improvement Plan (SIP) Instructional Videos, Styleguide,
Appraisal Process, and Quality Assessment (QA) Tool*

DATE: 27 November 2018

In 2015, the Department of Education provided the minimum standard for the preparation of school improvement plan through DepEd Order 44, s. 2015. Under the current policy, the enhanced SIP has a three-year cycle which commenced in SY 2016-2017.

In preparation for the next cycle, the School Effectiveness Division - Bureau of Human Resource and Organizational Development (SED-BHROD) had conducted monitoring and evaluation on SIP implementation and collected feedback from the field on various issues and concerns affecting this policy. Among the issues that were raised include: unstandardized and highly variable training on SIP, absence of assessment tool that Schools Division Offices (SDOs) can use in appraising its quality, and insufficient information on the specific contents of the plan.

To continuously improve DepEd's processes and policy, this Office hereby releases the following tools and references to further guide the schools and SDOs in the preparation and appraisal of SIPs, respectively, for the next cycle:

- **Instructional Videos:** reference materials that will facilitate the preparation of the next SIP cycle; this will guide the new school heads who were not included during the first run of training; and will enlighten further those previously trained but were still a bit confused with the process; these videos can be accessed from this link bit.ly/SIPVideos.

- **Styleguide:** a simple and straightforward template that will guide schools in writing the SIP as a result of the planning process provided in DO 44, s. 2015, which was conducted by the School-Community Planning Team (SPT).
- **Appraisal Process:** the process that will guide the SDOs and schools in the appraisal of SIPs. It contains steps, which the SDOs may customize to suit their specific needs.
- **Quality Assessment Tool:** a standardized tool that will be used by the Schools Division Offices to assess the quality of the School Improvement Plan (SIP). This tool does not intend to compare achievement of schools, but determines the degree of meeting the criteria of a good SIP.

The Styleguide, Appraisal Process, and Quality Assessment Tool can be downloaded from this link bit.ly/QAToolandStyleguide.

For more information and inquiries, all concerned may communicate with **BHROD-SED** at bhrod.sed@deped.gov.ph or call 633-5397.

For appropriate action.