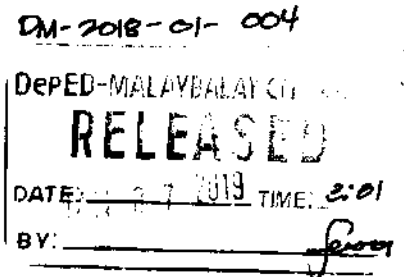




Republic of the Philippines  
**Department of Education**  
Region X – Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
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January 3, 2019

**DIVISION MEMORANDUM**

No. 004, s. 2019

To: Assistant Schools Division Superintendent  
Chief Education Supervisors for SGOD and CID  
Elementary and Secondary School Principals and Head Teachers  
All Concerned

**DIVISION APPRAISAL COMMITTEE OF THE  
SCHOOL IMPROVEMENT PLAN (SIP)**

1. In compliance to the Memorandum of the Assistant Secretary for Project Management, BHROD and Field Operations, this Office hereby constitutes the Division Appraisal Committee (DAP) of School Improvement Plan (SIP) as follows:

Chairman: Sunny Ray F. Amit, OIC-Assistant Schools Division Superintendent  
Members: Lorenzo O. Capacio – Chief, SGOD  
Ralph T. Quirog – Chief, CID  
Sybil P. Maputi – Budget Officer  
Novem A. Sescon – Division Planning Officer  
Edelina M. Eborá – Division SBM Coordinator  
Public Schools District Supervisor (for all Districts)

2. As a Committee, they are tasked to look into the contents of the SIP to make sure that quality standards are met. Major considerations, shall be the important components of the SIP rather than on the technical aspects thereof (e.g. grammar, coherence, etc.).

3. They shall provide, if needed, some points for improvements to further improve the SIP – which may be a section, chapter or total revision. Specific revisions must be cited in the “remarks” column of the QA Tool to guide the school heads on the improvements that must be done in their respective SIPs.

4. If no revision is required, words of appreciation must be written as well in the remarks column to inform the schools that they did a good job in crafting their SIP.

5. They shall make use of the SIP Quality Assessment (QA) Tool which is downloadable from this link <https://bit.ly/QAToolandStyleguide>.

6. To fast track the assessment and timely revisions and/or acceptance of SIPs, the Committee is enjoined to complete the assessment by the first half of the first quarter of CY 2019.

7. Queries relative to this can be relayed to Sunny Ray F. Amit at 09955380601 or at [srfadepedbukidnon@gmail.com](mailto:srfadepedbukidnon@gmail.com).

  
**REBONFAMIL R. BAGUIO**  
Schools Division Superintendent