



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY



Purok 6, Casisang, Malaybalay City

Telefax # 088-314-0094, E-mail add: depedmalaybalay@gmail.com

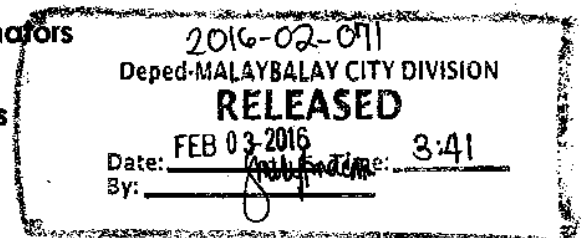
February 3, 2016

DIVISION MEMORANDUM

No. 053 s. 2016

**DIVISION TRAINING-ORIENTATION ON GATHERING AND ORGANIZING DATA USING
SCHOOL REPORT CARD AND SCHOOL-COMMUNITY PROFILE IN PREPARATION
FOR THE ENHANCED SCHOOL IMPROVEMENT PLAN DEVELOPMENT**

**TO: Division Education Chief, CID and SGOD
Education Program Supervisors/Division Coordinators
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Special Education (SPED) Teachers
This Division**



1. Pursuant to the Regional Memorandum No. 108, s. 2015 entitled Regional Facilitators' Training on the Enhanced School Improvement Plan (ESIP), Guidebook and School Report Card (SRC), this Office shall conduct a **Division Training-Orientation on Gathering and Organizing Data using School Report Card and School-Community Profile in preparation for the Enhanced School Improvement Plan Development** on **February 5, 2016** at Loizas Pavilion, Casisang, Malaybalay City, Bukidnon.

2. At the end of this training-orientation, the participants will be able to:
 - a. Familiarize and explain the School Report Card and School-Community Data Template;
 - b. Gather information on the situation of children and learners in terms of their access to quality basic education and the situation of the school in terms of governance;
 - c. Begin the SIP process by mobilizing the School-Community Planning Team (SPT).


3. The participants to this training-orientation are the Education Program Supervisors, Education Program Specialists – ALS, some of the staff from the SDO and SGOD, Full-fledged Public Schools District Supervisors, Elementary and Secondary School Heads/ Administrators and Officer In-charge or Teacher representative of cluster schools or Annex Schools as shown below:

| DISTRICT | Public Schools District Supervisor (PSDS) | District OIC/ Elementary and Secondary School Heads | Cluster/Annex School OIC or any Teacher Representative | Total Participants |
|--------------------------------|---|---|--|--------------------|
| Malaybalay City District One | 1 | 4 | 2 | 7 |
| Malaybalay City District Two | 1 | 6 | 3 | 10 |
| Malaybalay City District Three | 1 | 4 | 1 | 6 |
| Malaybalay City District Four | 1 | 3 | 1 | 5 |
| Malaybalay City District Five | 0 | 6 | 1 | 7 |
| Malaybalay City District Six | 1 | 6 | 2 | 9 |
| Malaybalay City District Seven | 1 | 7 | 1 | 9 |
| Malaybalay City District Eight | 1 | 6 | 3 | 10 |
| Malaybalay City District Nine | 0 | 6 | 5 | 11 |
| Malaybalay City District Ten | 1 | 7 | 5 | 13 |
| TOTAL: | 8 | 55 | 24 | 87 |

| | Total No. of Participants |
|--|---------------------------|
| Curriculum Implementation Division (CID) | |
| • Chief Education Supervisor - CID | 1 |
| • Education Program Supervisors (all subject areas including IPEd) | 8 |
| • Education Program Supervisor - LRMDS | 1 |
| • Education Program Specialists II - ALS | 2 |
| School Governance and Operations Division (SGOD) | |
| • Chief Education Supervisor - SGOD | 1 |
| • Education Program Supervisor | 1 |
| • Senior Education Program Specialist (School Management M&E) | 1 |
| • Senior Education Program Specialist (Social Mobilization and Networking) | 1 |
| • School Health and Nutrition Officer | 1 |

| | |
|--|---|
| • Engineer III (Education Facilities) | 1 |
| • Senior Education Program Specialist (Human Resource Development) | 1 |
| • Planning Officer III (Planning and Research) | 1 |
| • PDO II (DRRM In-charge) | 1 |
| Schools Division Superintendent's Office (SDO) | |
| • Administrative Officer V | 1 |
| • Attorney III (Legal Services) | 1 |
| • Accountant III and 1 Accounting Staff | 2 |
| • Budget Officer V (Finance Services) | 1 |
| • Information Technology Officer V (ICT Services) | 1 |
| Division Enhanced School Improvement Plan Facilitators and support staff | |

4. It is advised that all PSDS and School Head participants shall bring with them their copy of DepED Order No. 44, s. 2015 entitled Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC), its enclosure including the School Improvement Planning Guidebook.
5. Further, it is advised that they must bring the accomplished School Report Card (SRC), School-Community Data Template (SCDT) - Annex 1A and Child Mapping Tool found in Annex 1B which was used in gathering essential data during the early registration campaign of their respective assigned schools and community.
6. Immediate dissemination and strict compliance of this Memorandum is desired.


EDILBERTO L. OPLENARIA, CESO VI
 OIC, Schools Division Superintendent