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. Ebora – 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.

REBONFAMIL, R. BAGUIO
Schools Division Superintendent