



Republic of the Philippines
 Department of Education
 Negros Island Region
 Schools Division Office Of Kabankalan City
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Division Memorandum
 No. 50 s. 2016

TIMEFRAME FOR ENHANCED SCHOOL IMPROVEMENT PLAN (ESIP) FORMULATION

TO: Chiefs, CID and SGOD
 Public Schools District Supervisors
 Public School Heads (Elementary and Secondary)
 All Others Concerned

- Anent the formulation of Enhanced School Improvement Plan (ESIP), below is the timeframe to be observed by all School Heads.

Activities	Timeframe	Person/s-in-Charge
1. a. Preparatory Activities	January – March, 2016	School Head with Team
b. Identify/Review PIAs		School Planning Team
c. Analyze PIA		Project Team
2. a. Review general objectives and targets	April – May, 2016 *2nd week of May, 2016 <i>For Year 1: Submit (copy of SIP, AIP Yr. 1, Project Monitoring Forms for Yr. 3 of the previous cycle)</i> <i>For Year 2 & 3: Submit (AIP Yr. 2 & 3 with Project Monitoring forms of the previous implementation plan)</i>	School Planning Team
b. Formulate solutions		Project Team
c. Develop Project Design/s		Project Team
d. Write the SIP		School Planning Team
e. Prepare the AIP		School Planning Team
3. a. Test the solution/s	June 2016 – January 2017	Project Team
b. Roll out the solution/s		Project Team
c. Check Progress of AIP		School Planning Team
d. SRC Reporting		School Head with Team

- As indicated in the above timeframe, all School Heads should submit on **the 2nd week of May, 2016** the Final Draft of Enhanced School Improvement Plan (ESIP), Annual Implementation Plan (AIP) Year 1 and Project Monitoring forms for Year 3 of the previous cycle to their respective **Public Schools District Supervisors for Review**.
- Final copy of the above documents shall be submitted by **end of May, 2016** to the **Office of the Schools Division Superintendent for Approval**.
- For information guidance and compliance of all concerned.

ANTHONY H. LIOBET, CESO VI
 Assistant Schools Division Superintendent