

Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE of KABANKALAN CITY**  
*City of Kabankalan*


February 12, 2019

Division Memorandum  
No. 25, s. 2019

**Review of S.Y. 2016-2019 Enhanced School Improvement Plan and  
Crafting of Enhanced School Improvement Plan (ESIP) S.Y. 2019 - 2022**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Public School Heads  
All Others Concerned

1. The Schools Division Office of Kabankalan City will conduct a Review of S.Y. 2016-2019 Enhanced School Improvement Plan (ESIP) and crafting of Enhanced School Improvement Plan (ESIP) S.Y. 2019-2022 on February 28 and March 1-2, 2019 in Bacolod City.
2. The aim of this review and crafting of Enhanced School Improvement Plan is to strengthen school heads in implementing valued school governance, quality and efficiency in the delivery of educational services to all learners and stakeholders in all schools in the division towards quality education.
3. Participants are School Heads and SIP coordinators of Public Elementary and Secondary Schools, Division Program Management Team and Division Training Team.
4. Attached are Enclosures 1 and 2: ***Matrix of Activities*** and ***List of Program Management Team, Division Training Team and Medical Team*** respectively.
5. Participants are required to bring the following:
  - a. Approved ESIP S.Y. 2016-2019 with annexes (hard and soft copies)
  - b. Draft of ESIP S.Y. 2019-2022 with accomplished Annexes (hard and soft copies)
  - c. Laptop, pocket wifi, printer, extension cord and bondpaper.
6. Meals and accommodation of the participants, training team, program management team and medical team are chargeable against 2018 INSET Fund, while travel and other incidental expenses are chargeable against local funds/ school MOOE subject to the usual accounting and auditing rules and regulations.
7. Widest dissemination of this memorandum is highly desired.

  
**MA. LORLINIE M. ORTILLO CESO VI**  
Schools Division Superintendent

(Enclosure 1 to Div. Memo No. 25, s. 2019)

**Matrix of Activities**

AM/PM	Time	DAY 1: Preparatory Activities, Phase 1 - Assess	DAY 2: Phase 2 – Plan, Phase 3 - Act	DAY 3: ESIP Appraisal
AM	7:00 – 8:00	Arrival and Registration	Breakfast / MOL	Breakfast/ MOL
	8:00 – 9:00	Opening Program/ Rationale	Phase 2: Plan	ESIP Appraisal
	9:00 – 9:30	Expectation Setting		
	9:30 – 10:00	The Perfect School/SIP Mindset		
	Break			
	10:15 – 12:00	Preparatory Activities	Phase 2: Plan	ESIP Appraisal
Lunch				
PM	1:00 – 1:30	MOL	MOL	ESIP Appraisal
	1:30 – 3:00	Phase 1: Assess	Phase 3: Act	
	Break			
	3:15 – 4:00	Phase 1: Assess	Communicating the Stakeholders	Closing Program
	4:00 – 5:00		District Synthesis	

(Enclosure 2 to Div. Memo No. 25, s. 2019)

**List of Program Management Team, Division Training Team and Medical Team**

Sessions/ Classes	Class 1	Class 2	Class 3
Expectation Setting	Rene Erillo	Jonalyn Dela Cerna	Jolly Gariando, Jr.
Perfect School	Mareli Doniña	Rowena Bolo	Archiebal Poyogao
Preparatory Activities	Rene Erillo	Raul Mambalos	Eugenio Gargantiel, Jr.
Assess	Helen Mambalos	Jennefer Mahasol	Rosemary Sodusta
Plan	Jonalyn Dela Cerna	Jerralyne Limaco	Jolly Gariando, Jr.
Act	Rene Erillo	Raul Mambalos	Eugenio Gargantiel, Jr.
Communicating the Stakeholders	Helen Mambalos	Jennefer Mahasol	Rosemary Sodusta
District Synthesis	Jonalyn Dela Cerna	Jerralyne Limaco	Jolly Gariando, Jr.
	Rictee Resano	Miguel Penaranda	Eulyne Lucerna
Program Management Team	Mario Diagmel. Larlin Quirit Gerard Tampico	Francisco Medecilo, Mary Joan Dayon Saturnino Pabalinas, Jr.	Faustino Padilla, Jesusa de la Paz Jake Tugbang
Medical Team	Health and Nutrition Unit		

**Program Management Team:**

Chairman: Cecilia G. Abello

Members: Julieta V. Gempison

Sheina S. Saquian