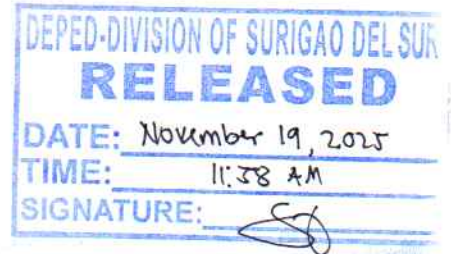




Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

Division MEMORANDUM  
No. 514, s. 2025



To: Schools Division Research Committee  
Public Schools District Supervisors/ District In-Charge  
District Research Committee  
District Research Coordinators  
Researchers

**STATUS OF SUBMISSION OF SY 2025-2028 SCHOOL IMPROVEMENT PLAN**

1. In line with the implementation of the Basic Education Development Plan and pursuant to DepEd Order No. 44, s. 2015, this Office conducted an initial review of the submitted School Improvement Plans (SIPs) for SY 2025–2028. The review revealed several areas for improvement that require immediate attention and compliance.
2. In line with this, Public Schools District Supervisors are directed to conduct an intensive assessment of all submitted SIPs before endorsing them to the Division Planning Team, utilizing the SIP Quality Assessment Tool. PSDS/ SDIs may organize their District Checking Committee, composed of seasoned principals, to ensure the quality and accuracy of submissions.
3. The Initial Findings are as follows:
  - a. Formatting inconsistencies were observed. All SIP documents must strictly use Bookman Old Style, font size 11, with 1.15 line spacing throughout.
  - b. The MATATAG Agenda should be deleted in Chapter 1 and should not be reflected in the Annual Implementation Plan (AIP).
  - c. Timelines do not align with the prescribed SIP Process Flowchart; some critical steps are missing and must be included.
  - d. Several Key Performance Indicators (KPIs), which define the Priority Improvement Areas (PIAs), were not adequately discussed in Chapter 2.
  - e. The School's Current Situation must be analyzed per pillar: Access, Equity, Quality, Resiliency and Well-being, and Enabling Mechanism. Ensure that KPIs under these pillars are clearly addressed.
  - f. All indicators not contributing to the division target must still be included in the ranking of PIAs, with corresponding Average scores and Remarks indicated.
  - g. Indicators used should strictly follow the KPIs outlined in the Basic Education Monitoring and Evaluation Framework (BEMEF).



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- h. For the Quality pillar, replace MPS and Proficiency Level with: 'Percentage of learners attaining at least the minimum level of proficiency in ...'.
  - i. Utilize the enhanced Planning Worksheet template. Include only PIAs with 'Very High Priority' and specify incremental targets per year in the timeframe.
  - j. In the List of Solutions, select the most appropriate solution since one solution corresponds to one project design.
  - k. The Problem Statement and Objective Statement in the Project Work Plan and Budget Matrix must be derived from the identified Area of Focus.
  - l. Avoid listing excessive root causes. Identify and retain only the best/most contributing root cause based on the given criteria.
  - m. For all activities, indicate the schedule for midyear and year-end project monitoring.
  - n. Incorporate activities aligned with DepEd Priority Programs and Activities (PPAs).
  - o. Output in the Project Work Plan and Budget Matrix must be specific, measurable, and tangible, serving as a clear Means of Verification.
  - p. The Annual Implementation Plan (AIP) output for each year must correspond to the Year 1 Target indicated in the Planning Worksheet.
  - q. Each project in the AIP should have only one objective and one output per year.
  - r. Objectives must be written in the past tense form of the verb.
  - s. The total budget in the MOOE must match the amount reflected in the NEP.
  - t. Repair activities should not be scheduled in the First Quarter. (Second and Third Quarter only)
  - u. The implementation schedule must cover CY 2026 only, with specific months clearly indicated.
  - v. Integrate all expenses into the budget per pillar for consistency.
  - w. Remove all instructional notes from every chapter of the SIP document.
4. All school heads are directed to review and revise their SIPs based on the above findings. Submit the corrected version to the Division Office as soon as possible since the original date of submission was last October 2025. Non-compliance may affect the approval of the CY 2026 Annual Implementation Plan (AIP) and the implementation of the school programs and projects.
5. Furthermore, this is the submission of the SY 2025-2028 School Improvement Plan per district.



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Districts	Total No. of Schools	No. of Schools with Submitted SY 2025-2028 SIP	Percentage
Barobo	38	10	26.32%
Bayabas	9	0	0.00%
Cagwait	16	1	6.25%
Cantilan	27	3	11.11%
Carmen	12	3	25.00%
Carrascal	20	0	0.00%
Cortes	18	15	83.33%
Hinatuan North	23	3	13.04%
Hinatuan South	25	3	12.00%
Lanuza	16	0	0.00%
Lianga	25	0	0.00%
Lingig I	23	6	26.09%
Lingig II	22	1	4.55%
Madrid	15	5	33.33%
Marihatag	17	1	5.88%
San Agustin	16	8	50.00%
San Miguel I	18	1	5.56%
San Miguel II	32	3	9.38%
Tagbina I	26	0	0.00%
Tagbina II	20	12	60.00%
Tago	35	20	57.14%
<b>Division Total</b>	<b>453</b>	<b>95</b>	<b>20.97%</b>

6. For information, guidance, and strict compliance.

**LORENZO O. MACASOCOL, PhD, CESO V**  
Schools Division Superintendent

Encl.: As Stated  
References: None  
To be indicated in the Perpetual Index  
Under the following subjects:

SIP

PLANS

FINANCIAL

SGOD/upg  
11/18/2025