

Division Memorandum  
No. 091 s. 2019

**TO:** All Public Schools District Supervisor/ District In-Charge  
All School Heads

**FROM:** *m. place*  
**MARILOU B. DEDUMO, Ph.D., CESO V**  
Schools Division Superintendent

**DATE:** February 20, 2019

**SUBJECT:** **Reiteration on the Submission of Enhanced School Improvement Plan (E-SIP)  
S.Y. 2019-2022**

1. In compliance with DepEd Order No. 44 s. 2019 known as the Guidelines on the Enhanced Schools Improvement Planning (E-SIP) process and School Report Card (SRC), this division restates the compliance of E-SIP and AIP Year 1 following the steps in the enhanced SIP cycle.
2. Relative to this, the division sets the deadline for submission of the enhanced **School Improvement Plan (E-SIP) for S.Y. 2019-2022** on or before **February 28, 2019** at the SGOD Office c/o Mila T. Raz. She may be contacted at mobile number 09121655443
3. School heads are advised to follow protocol in submitting the E-SIP parts. Softcopies shall be forwarded to the District E-SIP Appraisal Committee and the team shall ensure the correctness of all parts using the E-SIP Quality Assurance Tool. The district shall submit one compact disc (CD) containing the school name as the filename of the folder of every school. Inside the folder are the parts below:
  - Cover Page, Signatories and Parts 1 to 4 (one PDF copy)
  - Annex 1A (one PDF copy)
  - Annex 9 (one PDF copy)
  - Annex 10 (one PDF copy)
  - Annex 11 (one PDF copy)
  - Annex 12 Basic (one PDF copy)
4. It is expected that there will be no hardcopies to be submitted in the division office. It is anticipated that the district appraisal team shall consolidate in **themes** the identified projects reflected in Annex 9 using the Project Monitoring Template. This template shall also be saved in the compact disc with a filename: District Project Monitoring Template.
5. No submission of E-SIPs means no downloading of cash advances for the second quarter.
6. To ensure consistency and alignment of programs, projects and activities with the Division Education Development Plan (IDEDP), a validating team composed of SGOD, CID, Budget and Accounting units will be organized to conduct reviews, assessment and validation of the submitted plans.
7. Immediate dissemination of this memorandum is desired.