



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

<b>DEPED-DIVISION OF SURIGAO DEL SUR</b>	
<b>RELEASED</b>	
DATE:	October 7, 2025
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SIGNATURE:	

Division MEMORANDUM  
No. 431, s. 2025

To: Chief of CID and SGOD  
Public Schools District Supervisors/ District In-Charge  
Elementary and Secondary School Heads  
Division Planning Team

FINDINGS AND OBSERVATIONS DURING THE CONDUCT OF THE ONLINE  
PRESENTATION OF THE STATUS OF THE CRAFTING OF THE  
SY 2025-2028 SCHOOL IMPROVEMENT PLAN

1. This office is pleased to inform the schools and districts of the findings and observations (see Enclosure 1) during the Online Presentation of the Status of the Crafting of the SIP held last September 23-25, 2025, via Microsoft Teams.
2. All districts and schools are encouraged to observe and implement the suggestions and recommendations made by the Division Planning Team.
3. For information and appropriate action.

**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:

PLANNING

PLAN

SGOD/upg  
10/07/2025



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Enclosure 1: Summary of Findings/ Observations and Recommendations

<b>Parts of the SIP</b>	<b>Documents Checked</b>	<b>Findings and Observations</b>	<b>Recommendations</b>
<b>Preparatory Activity</b>	a. Annex 1A_School Community Date Template b. Annex 1B_Community Data Template c. Annex 2A_Child Friendly School Survey (CFSS) d. Annex 2B_Child Protection Policy Implementation Checklist e. Annex 2C_Student Led School Watching and Hazard Mapping f. Annex 1I_School Report Card	1. Not all annexes were accomplished a. Annex 1A_School Community Date Template b. Annex 1B_Community Data Template c. Annex 2A_Child Friendly School Survey (CFSS) d. Annex 2B_Child Protection Policy Implementation Checklist e. Annex 2C_Student Led School Watching and Hazard Mapping f. Annex 1I_School Report Card 2. Some annexes are not for the latest dates	1. All annexes must be completed. 2. Annexes must be EOSY of S.Y. 2024-2025 and BOSY of S.Y. 2025-2026





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<p><b>Chapter I</b>  <i>(Department of Education's Vision, Mission, and Core Values Statement)</i></p>	<p>a. Documentation of the Vision Sharing activity, their aspirations for the school and learners, and their insights on DepEd VMV and Core Values</p> <p>b. List of roles and responsibilities of all SPT members</p> <p>c. SPT Timetable</p>	<p>1. Some schools failed to present the documentation of the Vision Sharing activity, their aspirations for the school and learners, and their insights on DepEd VMV and Core Values</p> <p>2. The presented SPT Timetable was not followed.</p>	<p>1. Documentation on the preparatory activities must be presented</p> <p>2. Set timelines in the SIP Process Flowchart must be followed.</p>
<p><b>Chapter II</b>  <i>(Assess)</i></p>	<p>a. School's Current Situation (brief discussion) with Initial List of Improvement Areas (PLAs) (Annex 3)</p> <p>b. List of PLAs (Annex 4)</p> <p>c. Results of the Listening to the Voice of Learners and Other Stakeholders, Analyzing the School Process and the Root Cause Analysis</p> <p>d. Annex 5 or Planning Worksheet - filled out with the following</p>	<p>1. PLAs must be based on the indicators in the Basic Education Monitoring and Evaluation Framework (BEMEF) per DepEd Order 29, s. 2022)</p> <p>2. Root causes identified are beyond the control of the school.</p> <p>3. The results of listening to the Voice of the Learners and Other Stakeholders and the results of Analyzing the School Process were not presented.</p>	<p>1. Adopt the new Intermediate Outcomes (IOs) and Performance Indicators (PIs) outlined in Table 1 of DepEd Order 29, s 2022 titled Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF). (Refer to the attached template)</p> <p>2. Use the enhanced Annex 5 or the Planning Worksheet of DepEd Order No. 44, s. 2015, titled Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC)</p>



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	information: priority improvement areas, general objectives, targets, and root causes.		
<b>Chapter III (Plan)</b>	a. List of Solutions b. Project Work Plan and Budget Matrix (Annex) c. Annual Implementation Plan Year 1 (Annex)	1. Annexes 9 and 10 are aligned with the Planning Worksheet 2. The allotted budget for Literacy and Numeracy is less. A bigger allocation was given to repairs. 3. Objectives are not quantifiable. 4. Outputs indicated are Means of Verifications (MOVs)	3. For the Time Frame in the Planning Worksheet, indicate the target per year 4. Use the division targets given by the Division Planning Team 5. No step in SIP crafting must be skipped.  1. Use the new template for the Annual Implementation Plan aligned with the BEDP Pillars and the 5-point Agenda of the Current Administration. 2. Problem Statement and Project Objective Statement in the Project Work Plan and Budget Matrix must be based on the selected Area of Focus and not on General Objectives. 3. Objective statements should be SMART – specific, measurable, attainable, realistic, time-bound. Targets to be set should be discussed and agreed upon by the SPT in consideration of the school's context. 4. While SIP is aligned to the Division Goals and objectives, AIP is based on the general objectives and targets set in the SIP.





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			5. In formulating the solutions, do not forget that the solution must address the root cause, within the control of the school, economical, sustainable, and with support from the process owner.
<b>Chapter IV</b> <b>(Monitoring and</b> <b>Evaluation)</b>	a. Project Monitoring Report		



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