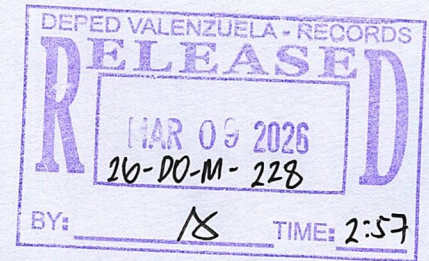




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Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 10224 s. 2026

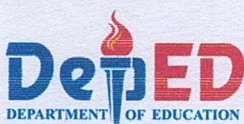
**SCHOOL PLANNING TEAM WORKSHOP ON SIP CRAFTING
 AND REALIGNMENT TO QBEDP**

To: OIC - Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors and Education Program Supervisors
 Secondary and Elementary School Heads
 All Concerned

1. Pursuant to Republic Act 9155 known as Governance of Basic Education Act of 2001, DepEd Order 44, s. 2015 " Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card", and DepEd Order No. 24, s. 2022, entitled "Adoption of the Basic Education Development Plan", the field is hereby informed of the **School Planning Team Workshop on SIP Crafting and Realignment to QBEDP** on March 12-13, 2026, 8:00 AM-5:00 PM at Ciudad Christhia Resort, San Mateo, Rizal.
2. Schools shall bring relevant documents and other data; 1 laptop, pocket data and extension cord to be used during the workshop.
3. Enclosed are the list of participants, program matrix, templates, composition of Division Technical Working Groups, and Division Gantt Chart of the related activities on the finalization of Enhanced School Improvement Plan, for your reference.
4. Expenses relative to this activity shall be charged to Division MOOE while transportation and other incidental expenses of participants shall be charged to their respective school local fund, subject to existing government rules and regulations.
6. Immediate and wide dissemination of this memorandum is desired.

NOEL D. BAGANO
 Schools Division Superintendent

Encl.: As stated
 To be indicated in the Perpetual Index
 under the following subjects:
SIP
 Sgod/JUL/03-02-2026



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PRIME-HRM
 LEVEL II ACCREDITED



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Enclosure 1

Enhanced School Improvement Plan Gantt Chart of Activities

Activities	Persons Involved	Timeline
Pre-planning meeting, Focus-Group Discussion and data gathering from the SMEA Accomplishment Report and Program Implementation Review (PIR)	School Planning Team Members Faculty, SGC Representatives, SPTA Representatives, and or Barangay Education Council	March 4 – 11, 2026
School Planning Team Workshop On SIP Crafting And Realignment To QBEDP	Division and School Leaders	March 12-13
Drafting of Enhanced School Improvement Plan and Annual Improvement Plan	School Planning Team	March 16 – April 10
Initial Review and Follow-up Technical Assistance of Public Schools District Supervisors	School Planning Team Members and Public Schools District Supervisors	April 13 - 24
Division ESIP Appraisal	Division Appraisal Composite Team	April 27 – May 8
Issuance of Certificate of Acceptance	Approving Authorities	May 15 – 22



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K. Training Matrix / Program Day 1: Analysis and Planning Foundations

Time	Session / Topic	Learning Objectives	Methodology / Strategy	Expected Output	Resource Person / Facilitator
8:00 – 8:45	Opening Program & Orientation	Set expectations, objectives, and outputs	Opening & briefing	Participants oriented	TWG
8:45 – 9:45	Review of SIP Framework (DepEd Order 44, s. 2015)	Revisit SIP legal bases and structure	Lecture-discussion	Refreshed SIP understanding	CID Chief
9:45 – 10:00	Snacks				
10:00 – 11:00	Alignment with DEDP & QBEDP 2025–2035 (Division Targets)	Ensure vertical and policy alignment	Mapping & feedback session	Alignment notes integrated	SDS
11:00 – 12:00	Root Cause Analysis (RCA)	Analyze underlying causes of PIAs	Workshop & coaching	Completed RCA per PIA	SGOD Chief
12:00 – 1:00 p.m.	Lunch Break				
1:00 – 2:00	Set SMART Goals & Objectives	Translate RCA into measurable goals	Workshop using templates	Draft goals & targets	PSDS
2:00 – 3:00	Gap Analysis	Validate school data to identify performance gaps and determine key Priority Improvement Areas	Workshop	Risk mitigation matrix	PSDS
3:00 – 3:15	Snacks				
3:15 – 4:15	School Situation Analysis	Validate school data and identify gaps	Data workshop & coaching	Validated situation analysis	PSDS
4:14 – 4:45	Presentation of Sample School Situation Analysis				TWG
4:45 – 5:00	Accomplishing QAME				



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Enclosure 2

Training Matrix / Program Day 1: Analysis and Planning Foundations

Time	Session / Topic	Learning Objectives	Methodology / Strategy	Expected Output	Resource Person / Facilitator
8:00 – 8:45	Opening Program & Orientation	Set expectations, objectives, and outputs	Opening & briefing	Participants oriented	TWG
8:45 – 9:45	Review of SIP Framework (DepEd Order 44, s. 2015)	Revisit SIP legal bases and structure	Lecture-discussion	Refreshed SIP understanding	CID Chief
9:45 – 10:00	Snacks				
10:00 – 12:00	School Situation Analysis	Validate school data and identify gaps	Data workshop & coaching	Validated situation analysis	PSDS
12:00 – 1:00 p.m.	Lunch Break				
1:00 – 2:00	Identify Priority Improvement Areas (PIAs)	Determine key priorities based on gaps	Guided workshop	Final list of PIAs	PSDS
2:00 – 3:00	Root Cause Analysis (RCA)	Analyze underlying causes of PIAs	Workshop & coaching	Completed RCA per PIA	SGOD Chief
3:00 – 3:15	Snacks				
3:15 – 4:15	Set SMART Goals & Objectives	Translate RCA into measurable goals	Workshop using templates	Draft goals & targets	PSDS
4:15 – 5:00	Identify PPAs, Resources & Timeline	Identify Programs, Projects, Activities and needed resources	Planning workshop	Draft PPA & implementation matrix	PSDS
5:00 p.m.	Accomplishing QAME				



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Training Matrix / Program Day 2: Writing, Alignment, Enhancement & Finalization

Time	Session / Topic	Learning Objectives	Methodology / Strategy	Expected Output	Resource Person / Facilitator
8:00 – 8:30	Recap & Day 2 Orientation	Connect outputs to SIP writing phase	Plenary discussion	Clear writing direction	Assigned MOL
8:30 – 9:30	Identify Priority Improvement Areas (PIAs)	Determine key priorities based on gaps	Guided workshop	Final list of PIAs	PSDS
9:30 – 10:00	Identify PPAs, Resources & Timeline	Identify Programs, Projects, Activities and needed resources	Planning workshop	Draft PPA & implementation matrix	PSDS
10:00 – 10:15	Snacks				
10:15 – 12:00	SIP Writing Workshop (Part 1)	Consolidate Situation Analysis to PPAs	Guided writing	70% Draft SIP	PSDS
12:00 – 1:00	Lunch Break				
1:00 – 2:00	SIP Writing Workshop (Part 2)	Complete remaining SIP sections	Writing workshop	Full Draft SIP	PSDS
2:00 – 3:00	Peer Review & TWG Validation	Improve quality and completeness	Peer & TWG review	Validated SIP draft	PSDS
3:00 – 3:15	Snacks				
3:15 – 4:00					
4:00 – 4:40	SIP Refinement & Finalization	Integrate feedback and polish document	Writing & coaching	Finalized SIP	PSDS
4:40 – 5:00	Closing Program & Accomplishing QAME	Synthesis, Way Forward, Commitment	Presentation	Approved SIP & documentation	TWG



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Enclosure 3: TWG

Chair Person	Noel D. Bagano
Vice Chair Person	Dr. Ernest Joseph C. Cabrera
Members	Dr. Filmore R. Caballero Dr. Baltazar M. Gayem Atty. Mark Angelo S. Enriquez Lani D. Agmata Michelle M. Francisco Editha D. Baesa Walter H. Fabro Edna L. Llanera Domingo A. Lozande Ma. Teresita U. Pangan Arnel L. Poja Sofia Sto. D. Quilbio Soliman E. Rejuso Melvin Willy II B. Roque Grace Imperial Yumul Elias Adrian K. Santos II Ruel C. Dogma Maria Connie S. Javier Jayson U. Loayon Kelly G. Mangusib Rodel U. Antonio Noel E. Reyes



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Enclosure 4: Attendees

School	School Head	SIP Team Member
A. Deato ES	Ms. Analiza N. Domingo	Ma. Blesilda B. Leonor
A. Fernando ES	Mrs. Fe C. Arandia	Hazel A Ataop
Andres Mariano ES	Mr. Edito P. Fabillar	Mary Rose C. Motita
Antonio M. Serapio ES	Mrs. Norlita N. Santos	Ma. Cristina Evite
Apolonia F. Rafael ES	Mrs. Gloria D. Morenos	Christopher M. Saremo
Apolonio Casimiro Faustino ES	Mrs. Agnes D. Garrote	Joanna Marie B. Cervantes
Bitik ES	Ms. Maria Celina J. Cloa	Cristine F. Aquino
Canumay East ES	Ms. Maria Lourdes B. Viray	Ever Bryan A. De Asis
Canumay West ES	Mrs. Amelita N. Ayaton	Karren P. Josef
Caruhatan East ES (Ignacio Doon)	Ms. Rowena E. Cristobal	Jacqueline E. Pagtama
Caruhatan East ES-New Site	Mr. Levy J. Acuña	Lourdes M. Laco
Caruhatan West ES	Mr. Jean Francis V. Dela Cruz	Medellin C. Diana
Coloong ES	Mr. Patrick D. Darilag	Evangeline P. Solano
Constantino ES	Mr. Arnold O. Muñoz	Cecilia L. Sulit
Dalandanan ES	Ms. Luzviminda M. Camarista	Armida D. Antiola
Disiplina Village ES	Mrs. Mari Jayne M. Mendaro	Ronel R. Austria
Gen. T. de Leon ES	Mrs. Eufelia L. Corales	Marites V. Padilla
Isla ES	Ms. Olivia D. Cariaso	Virginia D. Ricafrente
Lawang Bato ES	Mr. Emil R. Mamiit	Diana N. Varon
Lingunan ES	Mr. Rolando G. Corales	Aileen L. Amparo
Luis Francisco ES	Mrs. Azucena P. Ocasla	Darwin Rostro
Malinta ES	Mrs. Lilibeth S. Gozo	Adan B. Olita
Marulas ES	Mrs. Josie D. Fernando	Luisa Q. Ganal
Maysan ES	Mrs. Edna S. Madrid	Sheryl Mahinay



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P. R. San Diego ES	Ms. Carmina DJ. Mendaros	
Paltok ES	Ms. Mari Hazel V. Arellano	Deseree B. Geronimo
Parada ES	Mrs. Rizza L. Escobido	Mary Ann Esteban
Paso de Blas ES	Dr. Ramona A. Villanueva	Lilibeth O. Daplin
Pasolo ES	Mr. Lovirey M. Cerna	Randolph P. Rodriguez
Pedro Santiago ES	Ms. Mariherseth M. Vergara	Nina L. Espares
Pinalagad ES	Ms. Catherine De Gula	Mayumi C. Comon
Pio Carreon ES	Ms. Leah Oducayen	Carlo C. Ygot
Pio Valenzuela ES	Mr. Winefredo L. Zurbano	Sammy B. Mariano
Punturin ES	Mrs. Rosalinda G. Quilates	Miraflor J Del Castillo
Rincon ES	Mr. Lope L. Duque Jr.	Christian M. Soriano
Roberta De Jesus ES	Ms. Marilyn Roldan	Mary Rose Trinidad
San Miguel Heights ES	Mrs. Gracely A. Magat	Ana Marie Ibañez
Santiago De Guzman ES	Ms. Marylyn P. Meliton	Maria Gina B. Carbos
Santos Encarnacion ES	Ms. Jenette R. Sambajon	Didith L. Salangsang
Serrano ES	Ms. Jed A. Camposano	Roberto M. Viray
Silvestre Lazaro ES	Mr. Roberto A. Llanita	Mark Justin E. Saule
Sitio Sto. Rosario ES	Ms. Emilie DC Rivero	Hanelyn B. Leones
Tagalag ES	Ms. Marites A. Torres	Niviena L. Doncillo
Wawang Pulo ES	Mrs. Marilyn C. Resurreccion	Irene R. Lopez



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Attendees for High School

School	School Head or Representative	One SIP Team Member
Arkong Bato NHS	Ms. Juliana T. Alvarez	Nancy Hira N. Lim
Bagbaguin NHS	Mrs. Maria Patricia S. De Vera	Mark E. Embuido
Bignay NHS	Dr. Rudy F. Falcunitin	Rufina G. Tabino
Canumay East NHS	Mr. Alvin Patrick Q. Peñaflorida	Juanito D. Bartolome JR.
Canumay West NHS	Ms. Ma. Czarina P. Cruz	Mary Jane P. Quilon
Caruhatan NHS	Dr. Emil B. Ferdinez	Celeste S. Ferrer
Dalandanan NHS	Mr. Cesar C. Villareal	Evelyn Jovellanos
Disiplina Village Bignay NHS	Mrs. Hilda Galicia	Romeo Sabaot
Gen.T. De Leon NHS	Mr. Eddie A. Alarte	Arsenio Frias
Justice Eliezer delos Santos NHS	Mrs. Edelina I. Goloso	Sonia C. Yap
Lawang Bato NHS	Mr. Edwin L. Valera	Angelo R. Dela Cruz
Lingunan NHS-JHS	Mrs. Amelita V. Yumang	Jai Rabbai A. Eugenio
Lingunan SHS	Mr. Juanito J. Valles Sr.	Jherald Gabica
Malanday NHS	Dr. Arcenoel D. Zapatos	Reynante B. Saldivar
Malinta NHS	Fidencio Jr. C. Carreon	Roderick C. Camay
Mapulang Lupa NHS	Mr. Nolasco H. Sablan	Ester L. Del Carmen
Maysan NHS	Ms. Irene L. Pantorillo	Andrian S. Matus
Parada NHS	Mrs. Eleonor S. Santos	Ayessa T. Flores
Paso De Blas NHS	Mr. Jumel L. Reyes	Mark Valdivieso
Polo NHS	Dr. Djoana L. Poja	Dan Ellise Bunag
Punturin SHS	Mr. Odelon B. Penaflorida	Bienvenido B Julian
Sitero Francisco Memorial NHS	Dr. Christopher J. Delino	Jeannylyn L. Donato
Val. City School of Mathematics & Science	Mr. Serafin S. Raymundo	Augusto B. Logronio



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Valenzuela NHS	Dr. Virginia O. Alacon	Darlyn Joy I. Rivera
Veinte Reales NHS	Dr. Roderick D. De Leon	Kristy B. Posas
Vicente P. Trinidad NHS	Mr. Jaime S. De Vera Jr.	Greg T. Teodoro
Wawangpulo NHS	Mr. Silverio M. Agustin	Richelle M. Orgel



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