



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division of negros oriental

**Office of the Schools Division
Superintendent**

17 JUL 2023

DIVISION MEMORANDUM
No. 492, s. 2023

**VIRTUAL FINAL COACHING AND MENTORING OF SCHOOL IMPROVEMENT
PLAN (SIP) AND DEADLINE FOR FINAL SUBMISSION**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
TMS/INSET District Coordinators
All other concerned

1. Please be informed that there will be a virtual final coaching and mentoring of School Improvement Plan (SIP) on the following dates:

First Congressional District- July 19, 2023
Second Congressional District- July 20, 2023
Third Congressional District- July 21, 2023

2. The participants are all the School Heads in the Elementary, Junior High School, and Senior High School. The virtual meeting will start at exactly 1:00 in the afternoon.
3. The Division Appraisal Team will convene and decide as to what school in the Elementary, JHS, and SHS will present their SIP as basis for giving technical assistance and mentoring. The purpose is to give chance to edit and finalize if there are necessary things to improve as a whole.
4. The flow of the presentation must adhere on the given checklist in which the division appraisal team will validate if the content in the checklist are present. All school heads are advised to get ready and prepare their SIP if their school will be called. This will be done in a PowerPoint presentation.
5. The deadline of the submission of final hard bound SIP will be on July 24, 2023 direct to Dr. Karl T. Credo, Planning officer III for signatures.
6. The final date for the launching of the SIP are as follows:



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph



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First Congressional District- August 8, 2023
Second Congressional District- August 9, 2023
Third Congressional District- August 10, 2023

7. Below is the list of participants during the launching of the SIP per congressional district.
 - a. Municipal Mayors in the first congressional district
 - b. 1 stakeholder in each of the municipality (preferably the federated PTA President)
 - c. School Heads with 1 School SIP Coordinator
 - d. Public School District Supervisors in every congressional district
 - e. Division appraisal team

8. For wide dissemination.

NERI C. OJASTRO EdD, CESE
Schools Division Superintendent
Division of Negros Oriental

7/14/23

NCO/NLR/JMA/RBP/ktc
July 11, 2023



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