



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Archbishop Gabriel M. Reyes Street, Kalibo, Aklan



September 19, 2018

DIVISION MEMORANDUM

No. 310 s. 2018

**DIVISION ORIENTATION ON ENHANCEMENT OF SIP
USING SED STYLEGUIDE AND QA TOOL**

To: **OIC, Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals/ Head Teacher In-Charge of the District
Senior/Education Program Specialists
Heads of Public Elementary, Secondary and Integrated Schools

1. The Department of Education (DepEd) Division of Aklan, through the School Governance and Operations Division (SGOD) will conduct the Division Orientation on Enhancement of SIP Using SED Styleguide and QA Tool on September 26, 2018, 8:30 AM, at Atiatihan Festival Hotel, Kalibo, Aklan.
2. This activity aims to revisit the Enhanced School Improvement Plan (E-SIP) processes and capacitate the schools on the utilization of the new styleguide and the Quality Assurance (QA) Tool for E-SIP.
3. Joining this activity are 6 participants per District: Public Schools District Supervisor/Principal/Head Teacher In-Charge of the District (1), District SBM Coordinator (1), District ICT Coordinator (1), District Planning Officer (1), School Head- Elementary (1) and School Head-Secondary (1). Participants are advised to bring at least (2) SIPs with complete required Annexes/Attachments, 1 laptop, pocket wifi, and an extension cord.
4. Pre-planning activity of the facilitators will be on September 25, 2018, 9:30 AM at ASJ Hall, Kalibo, Aklan.
5. Expenses relative to the conduct of the event shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum is desired.


Dr. SALVADOR O. OCHAVO, Jr., CESO VI
Schools Division Superintendent

Enclosure:none

Reference: none

To be indicated in the Perpetual Index
under the following subjects:

POLICY

PROGRAM

PROJECT

ERA/jrp

"May katawhayan ag kalipayan sa among mga escuelahan."