

Reminders re: SIP Submission Deadline – January 27, 2020

- 1. Submit 2 folders only – 1 set only
 - Folder 1
 - the signatories (3 pages) – per Div. Letter 187, s. 2019
 - Certificate of Acceptance with printed name of SDS
 - Certification for Approval of the Certificate of Acceptance with printed name of signatories
 - Certification from Division Appraisal Committee signed by PSDS and with printed names of the other appraisers - refer to Div. Letter 187, s. 2019 for the CID, SGOD and OSDS appraiser in assigned in your district
 - The SIP Proper
 - AIP, APP, PPMP (2020 plus quarter 1 of 2021)
 - AIP with signature of school head
 - APP with signature of school head
 - PPMP with signature of school head
 - Folder 2
 - All Annexes
- 2. Submit in 1 bunch with transmittal signed by the PSDS
 - no individual submission

Additional reminders...

- No individual visits by school heads at the division office to seek for signature
- The Division Office will take charge of the other signatures
- Be ready for the possibility of another revision
 - In order to avoid this, quality assure before submission
 - In case of need to revise, the school head will be notified thru the PSDS and FB **DepEd Aklan MANCOM** Group
- The PSDS will be notified if signatures have been completed and folders are ready to be returned

To whom will the SIP be submitted?

- Have the transmittal page (2 copies) received at the Receiving Section
 - Give one copy to the focal person, retain the other one
- The bearer shall **personally** forward all folders to:

Districts	Focal Person
Altavas, Banga, Batan, Madalag	Miss Richelyn Alba
Libacao, Balete, Kalibo I and Kalibo II	Miss Cindy Bautista
New Wash., Lezo, Malinao, Tangalan	Mrs. Mary Jean Sim
Numancia, Ibaday East and Ibaday West	Miss Sheena Ricka Mamburam
Malay, Buruanga, Makato, Nabas	Miss Shena Bondad

Upcoming activities for PSDS and/or school heads

- 1. Orientation of Selection Committees and TWG on Teacher Recruitment – Jan 28-30, 2020 half day per batch
- 2. Orientation of Teacher Applicants, all levels– Jan 31, 2020 half day
- 3. DEDP Review/Target Setting for SDO OSDS, OSGOD, OCID– Feb 3-4, 2020 – live-in
- 4. CB on RA 9184 for SDO personnel and all school heads – March 2020 at least 3 days per batch