



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN

December 3, 2020

DIVISION MEMORANDUM
No. 279, s. 2020

**REVIEW AND APPRAISAL OF THE REVISED FY 2021 AND QUARTER 1 FY 2022
ANNUAL IMPLEMENTATION PLAN (AIP) OF THE SCHOOL IMPROVEMENT PLAN
(SIP)**


To: School Improvement Plan (SIP)
Division Appraisal Committee (DAC)
All Others Concerned

1. Per Unnumbered DepEd Memorandum dated November 27, 2018, re: School Improvement Plan (SIP) Instructional Videos, Styleguide, Appraisal Process, and Quality Assessment (QA) Tool, the SIP Appraisal is an important activity that shall be done by a committee which will look into the contents of the SIP so that it meets the quality standards.
2. To ensure that all SIPs will undergo the Review and Appraisal process, the Division Appraisal Committee (DAC) has been reconstituted per Division Memorandum No. 278, s. 2020 (Reconstituting the School Improvement Plan (SIP) Division Appraisal Committee (DAC)).
3. The Public Schools District Supervisors (PSDS), Education Program Supervisors (EPS) and Senior/Education Program Specialists (S/EPSt) shall do the review and appraisal of the implementation of the different programs, activities and projects of DepEd in general. Simultaneously, representatives of the Accounting and Budget Section will join the DAC, focusing on the financial component of the AIP.
4. In order that the review and appraisal process shall proceed smoothly, it is advised that the Chiefs of the CID (CES Dr. Dobie P. Parohinog) and that of the SGOD (CES Michael T. Rapiz) and the Section Heads of Budget and Accounting (AOV Bella S. Suante and Acct. III Marissa A. Jizmundo) shall meet with their respective appraisal teams and orient them as to what concerns have to be focused on during the appraisal.



Poblacion, Numancia, 5604 Aklan
Tel. No. (036) 265-3744; 265-3737; 265-3738 (Trunkline)
Website: depedaklan.org

5. The schedule of appraisal and validation will be on January 6-8, 2021. The documents listed below have to be submitted by the school head on or before January 4, 2021. **All folders shall be submitted in one (1) bunch only per district.**
 - a. In one folder -Supplement to the SIP, prepared and signed by the school head, reviewed by the PSDS, and for approval by the SDS; and
 - b. In a separate folder - Adjusted FY 2021 and Quarter 1 FY 2022 AIP (one document only) – prepared and signed by the school head, reviewed by the PSDS, recommending approval by the CID, SGOD and the Budget and Accounting representatives, and for approval by the SDS. **All schools are reminded to use only the acceptable Supplement to SIP and AIP formats** which can be downloaded at **depedaklan.org**, Files page. The priority list of items for the different programs, activities and projects can also be downloaded at the same page.
6. It is understood that school heads shall abide by all DepEd, COA, and other applicable issuances in the preparation of the abovementioned documents.
7. Attached is the list of representatives of the Budget and Accounting Section.
8. Immediate and wide dissemination of this memorandum is enjoined.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: None

Reference: Unnumbered DepEd Memorandum dated November 27, 2018

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

COMMITTEE

/jrn



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