



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

December 22, 2021

DIVISION MEMORANDUM

No. 574, s. 2021

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

To: OIC Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialists
Heads of Public, Elementary, Secondary and Integrated Schools
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 Accountant 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.



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5. The schedule of appraisal and validation will be on January 5-7, 2022. The documents listed below have to be submitted by the school head on or before January 4, 2022. **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 2022 and Quarter 1 FY 2023 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.online, Files page. The priority list of items for the different programs, activities and projects are stipulated in the School Safety Assessment Tool provided in DepEd and DOH Joint Memorandum Circular No. 001, series of 2021.
 - c. Attach the Status of Implementation of the Annual Improvement Plan (AIP) 2022.
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. 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 ANNUAL IMPROVEMENT PLAN SIP

