



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

January 11, 2023

DIVISION MEMORANDUM
NO. 015, s. 2023

**TRAINING-WORKSHOP ON THE DEVELOPMENT OF THE 2023-2028
SCHOOL IMPROVEMENT PLAN (SIP)**

To: OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors/OIC of the Districts
Heads of Public Elementary, Secondary and
Integrated Schools
All Others Concerned

1. In consonance with DepEd Order No. 44, s.2022 titled "Adoption of the Basic Education Development Plan 2030", schools shall develop their School Improvement Plan (SIP) aligned to the Division Education Development Plan (DEDP) to ensure that schools have appropriate programs, projects and activities making the teaching and learning process more effective and inclusive and will contribute towards the attainment of our key result areas in basic education.
2. Anent this, the Research and Planning Section of the School Governance and Operations Division will conduct a Training-Workshop on the Development of the 2023-2028 School Improvement Plan (SIP) for the last two (2) batches on January 26-27, 2023, for the third batch and January 30-31, 2023, for the fourth batch. The venue will be announced later.
3. This activity aims to:
 - a. assist participants to understand the fundamental components and steps of Strategic Planning and introduce its application to new SIP;
 - b. capacitate the remaining 240 school heads in the crafting of the new School Improvement Plan for FY 2023-2028; and
 - c. train them to craft a new SIP for their respective schools.
4. The participants must bring the following:
 - a. Laptop;
 - b. Extension cord;
 - c. Copy of current SIP and AIP of their respective schools; and



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- d. Data on school key performance indicators.
- ✓ 5. Attached are the following enclosures for your guidance.
- a. Enclosure No. 1 - List of Participants
 - b. Enclosure No. 2 - List of Training Management Team
 - c. Enclosure No. 3 - Training Matrix
- ✓ 6. Expenses relative to the conduct of this activity shall be charged against the Division MOOE & HRTD funds, subject to usual accounting and auditing rules and regulations.
- ✓ 7. It is expected that in the conduct of this activity, all involved must adhere to minimum health and safety protocols set by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF) and the Department of Health (DOH).
8. Immediate dissemination of and compliance with this Memorandum are desired.


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





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

Enclosure No. 1 to SDM No. 015, s. 2023

LIST OF PARTICIPANTS AND SPECIFIED DATE OF ATTENDANCE

Batch 3 – January 26 & 27, 2023

Name of School Heads (NO PROXY ALLOWED)	School
1. Marivic Catalan	Agbanban ES
2. Julian Ann Banes	Bagacay ES
3. Melanie Bacuta	Binantuan ES
4. Ma. Leizel Lamazon	Butakal ES
5. Raymunda Vllaraiz	Lanipga ES
6. Marylou Justo	Lat-asan ES
7. Juvelyn Degala	Agnabanog ES
8. Sonny Capote	Amelihgan ES
9. Antonietta Espiritu	Banate ES
10. Edwin Borbon	Carataya ES
11. Apolinario de Mayo	Alasaging ES
12. Reymond Deocampo	Dominador Esmeralda ES
13. Flornelyn Delfin	East Villaflores ES
14. Airen Bacong	Fernandez ES
15. Quirico Dangan	Maalan ES
16. Dennis Degoma	Manayupit ES
17. Marjolly Alayon	Agbabadiang ES
18. Rafael Dorado	Ambilay ES
19. Rachelle Dayang	Banga-an ES
20. Daniel Doce	Cabangahan ES
21. Marianita Diocena	Cabugao ES
22. Alfonso Arce	Conciencia ES
23. Ma. Fiel Brilalntes	Salvador Dellota ES
24. Edwin Belvis	Malubogbog ES
25. Sylvia Diawara	Bayuyan ES
26. Reynaldo Dela Torre	Binaobawan ES
27. Dannie Dela Torre	Biasco Es
28. Arnaldo Delfin	Epifania Bernas Es
29. AZ Benliro	Monteflor ES
30. Jade Bantay	Olalo ES
31. Ludy Ann Dichosa	Pedro Bernas ES
32. Marlon Francis Contreras	San Antonio ES
33. Seigfredo Durana	San Pedro ES
34. Josie Ponce	Atiplo ES
35. Ritchel Javedra	Batiano ES
36. Violeta Laurilla	Baye ES
37. Rogelia Lariosa	Bergante ES
38. Marjoric Ricardo	Liboo ES
39. Aries Lacson	Pang-Pang Sur ES
40. Marivic Leal	Ramon Villareal ES



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LIST OF PARTICIPANTS AND SPECIFIED DATE OF ATTENDANCE
Batch 3 – January 26 & 27, 2023

Name of School Heads (NO PROXY ALLOWED)		School
41.	Victor Lucas	Agbunod ES
42.	Sheila Mae Valaquio	Agcagay ES
43.	Clotilde Vacaro	Aglibacao ES
44.	Lea Mae Benedicto	Agloloway ES
45.	Elsie Zonio	Agtupgop ES
46.	Lorelle Nobleza	Caridad ES
47.	Rezel De Pedro	Damiana Ongkiko ES
48.	Agnes Lago	Fe PS
49.	Jasmin Legarda	Guintas ES
50.	Joanne Medianero	Igang ES
51.	Ma. Victoria Cabanal	Jaena Norte ES
52.	Roberto Verde	Jaena Sur ES
53.	Renerio Dando	Jagnaya ES
54.	Diosep Baldisimo	Agkaningay ES
55.	Revelen Perlas	Apogan PS
56.	Gina Operiano	Bulon PS
57.	Ma. Nimfa Aniar	Culasi PS
58.	Peter John Obidos	Damayan ES
59.	Jeniell Opanto	Marubrob PS
60.	Sandra Fabella	Almon PS
61.	Benito Armiza	Balaring ES
62.	Leah Bulan	Baisao ES
63.	Leony Veedor	Cabugao ES
64.	Marites Delena	Cudian ES
65.	Lalaine Delos Sntos	Ivisan ES
66.	Judith Tu	Agustin Navarra ES
67.	Nilo Jarce	Malapad Cogon ES
68.	Nenneth Jeremias	Balogo PS
69.	Maricon Bolano	Dayhagon Es
70.	Jessica Peralta	Agtambi PS
71.	Rielyn Calizo	Agtanguay ES
72.	Ronalyn Dela Pena	Alfonso Espiritu ES
73.	Baltazar Paja	Andres Quintia ES
74.	Gemma Silvestre	Bitas ES
75.	Rosalinda Duabe	Centro PS
76.	Ricky Gascon	Agbay-ang ES
77.	Olga Frac	Duran ES
78.	Fatima Mae Animas	Arsenio Frial ES
79.	Maria Leah Gilibaga	San Jose ES
80.	Richard Fano	San Martin ES



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LIST OF PARTICIPANTS AND SPECIFIED DATE OF ATTENDANCE
Batch 3 – January 26 & 27, 2023

Name of School Heads (NO PROXY ALLOWED)	School
81. Irvin Felarca	San Miguel ES
82. Roland Bartocillo	Balingasag ES
83. Rhea Gen Guillermo	Carataya ES
84. Mary Rose Albay	Lunayan ES
85. Jolly Batuigas	Balan IS
86. Jesse Laurence Ponsaran	Calixto Loyola IS
87. Abner Damsani	Duluan IS
88. Ma. Jevy Buhat	Eleodoro Ponsaran IS
89. Ladylyn Bibano	Felixberto Dorado IS
90. Martin Fabraquel	Consolacion ES
91. Labreal Peralta	Abangay ES
92. Dexter Ferasol	Aglinab ES
93. Amie Alivio	Bato-Bato PS
94. Manilyn Gilbaliga	Buri PS
95. Jonalyn Tubola	Garcia ES
96. Regelyn Orantes	Hilwan PS
97. Charlyn Benjamin	Lahug PS
98. Neil Fabayos	Agcococ ES
99. Dolores Gequillo	Agpalali ES
100. Patricia Artuz	Apero ES
101. Elma Satunero	Arisgal ES
102. Lanie Albania	Cristina ES
103. Josephine Gardose	Daan Banwa ES
104. Jay Loberiza	Daan Norte ES
105. Patricia Bingan	Carida ES
106. Jenacil Rosales	Bag-ong Barrio NHS
107. Quinto Tagoc	Feliciano Yusay Consing NHS
108. Preesym Joy Denosta	Florentina Degala NHS
109. Elena Bulacan	Jose Diva Avelino NHS
110. Liezyl Potato	Jagnaya ES
111. Mricel Demateo	Luis Escutin NHS
112. Jocilyn Gialogo	Ramon Benjamin NHS
113. Liza Jean Pedrozo	Tomas Conejar NHS
114. Lourdes Paligumba	San Antonio NHS
115. Rosien Cebal	San Nicols NHS (Tapaz)
116. Bambi Billanes	Tuburan ES
117. Rosemiel Dalisay	Bungsuan NHS
118. Nema Dela Cruz	Taslan ES
119. Rosa Ayongao	Tina ES (Dumarao)
120. Jessica Hablero	Tinaytayan ES





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SCHOOLS DIVISION OF CAPIZ

Enclosure No. 1 to SDM No. 015 s. 2023

LIST OF PARTICIPANTS AND SPECIFIED DATE OF ATTENDANCE

Batch 4 – January 30 & 31, 2023

Name of School Heads (NO PROXY ALLOWED)	School
1. Mary Ann Bolido	Daplas ES
2. Ma. Remy Dordas	Ilas Sur ES
3. Tito Estiaga	Lacaron
4. Maraaia Maribel Ecletto	Mapulang bato PS
5. Monica Anonoy	Sinamongan Es
6. Ma. C Megie Gapi	Matinabus ES
7. Conard Gicalde	Pascual Gregore ES
8. Roselie Reyes	Bangonbangon PS
9. Mary Jean Besa	Juan jarencio ES
10. Melanie Tugon	Panfilo Mendoza ES
11. Re Andrada	Purificacion Alagban ES
12. Rolly Andrada	Tigis PS
13. Helen Conlu	La Paz PS
14. Carlo Cablores	Maantol PS
15. Renalyn Atanacio	Masnang PS
16. Lolita Palacios	Milan ES
17. Jome Palome	North Lucero PS
18. Juvy Bacia	Panagbat ES
19. Charlene Mae Guillermo	Pasol-o PS
20. Eden Castro	San Jose PS
21. Jimmy Garino	San Vicente PS
22. Michelle Parajito	Sto. Rosario PS
23. Celso Nobleza Jr.	Ubog PS
24. Mita Maximo	Sinondojan PS
25. Noel Luna	Tongatong ES
26. Mary Jane Ponce	Tumalalud ES
27. Edgar Benedian	Minoro ES
28. Janet Ledesma	Pangpang Norte ES
29. Edwin Benedian	Tugas ES
30. Jona Aguirre	Malogo ES
31. Alberto Suaberon	Tabun-acan ES
32. Carlo Catunao	Tomas Abell ES
33. Relan Barce	Valentin Punsalan ES
34. Maribel Dumali	Yating ES
35. Merdith Becares	Cunbay-Ibaca ES
36. Gaspar Managuit	Goce ES
37. Evelyn Dellota	Pandan ES
38. Jose Marie Villanueva	Pondol ES
39. Eden Grace Madria	Sangkal Es
40. Jonna Aspera	Quios PS



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LIST OF PARTICIPANTS AND SPECIFIED DATE OF ATTENDANCE
Batch 4 – January 30 & 31, 2023

	Name of School Heads (NO PROXY ALLOWED)	School
41.	Isidro Delfin	Salocon ES
42.	Jessiemar Diaz	Tabuc Norte ES
43.	Mechelle Soverano	Old Guia PS
44.	Neresa Lopez	Paralian ES
45.	Rosita Dunton	Pina ES
46.	Aiza Jean Deseo	Quinabonglan ES
47.	Rosemarie Derramas	West Villaflores ES
48.	Riza Dadivas	Cabugao PS
49.	Sherelyn Daliva	Dinggoy Roxas ES
50.	Ruel Carillo	Manapao ES
51.	Ma. Imelda Billones	Maximo Dais ES
52.	Penelope Duarte	Ntonio Viterbo ES
53.	Wenny Blanco	Linao ES
54.	Roy Dumol	Lus-onan ES
55.	Maria Rosalie Billano	Navitas ES
56.	Elvira Feguro	Sta. Monica ES
57.	Ma. Agnes Gequillo	Sta. Rita ES
58.	Mercedes Frial	Sta. Teresa ES
59.	Rey Ambasa	Sto. Nino ES
60.	Emerita Panes	Sto. Rosario ES
61.	Jorge Hurtada	Mahunodhunod ES
62.	Rosela Capulso	Sinabsaban ES
63.	Emmanuel Cunada	Guise IS
64.	Patriana Benliro	Sianamongan IS
65.	Mary Jane Dollote	Cogon ES
66.	Epifania Dampog	
67.	Maria Jane Gardose	Libertad ES
68.	Rosalie Olog	Maliao ES
69.	Jaena Garbo	Malitbog ES
70.	Johnald Jeminez	Minan PS
71.	Rufo Celino	Nayawan ES
72.	Rena Joy Roscales	Rizal Norte PS
73.	Cristine June Ganzon	Rizal Sur PS
74.	Bobby Eriman	Roosevelt ES
75.	Norien Gloria	An Antonio ES
76.	Erma Perez	San Miguel Ilaa ES
77.	Rogelio Apruebo	Sinonod PS
78.	Jobe Grande	Siya ES
79.	Grace Pedregoza	Sta. Petronila PS
80.	Mary Joy Fernandez	Tacayan PS



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Batch 4 – January 30 & 31, 2023

Name of School Heads (NO PROXY ALLOWED)	Schools
81. Flordeluna Malones	Taganghin PS
82. Zaldy Barnizo	Daan Sur ES
83. Germin Garbosa	Roxas ES
84. Uldarico Castor Jr.	San Nicolas ES
85. Gerardo Farillon	Sta. Ana ES
86. Joylyn Lacro	Tabon ES
87. Marilou Lozada	Sapian NHS
88. Leonardo Farillon	Tapaz NHS
89. Rollie Kim Relano	Yating NHS
90. Vincent Lausa	Baisao NHS
100.Nenita Domingo	Agbatuan ES
101.Aneceita Galan	Agmalate ES
102.Villa Rose Quidong	Agsirab ES
103.Carsolita Hallarda	Alipaciawan Es
104.Ma. Lilibeth Marcelo	Astorga ES
105. Analyn Robles	Badbaran ES
106. Sol Blanco	Cabangahan ES
107.Shellaine Arevalo	Calapawan ES
108.Jennifer Francisco	Cubi ES
109.Mercedes Faderugao	Eduardo Abalo ES
110. Eden Hermo	Gibato ES
111. Leozen Gregorio	Guinotos PS
112.Imelda Andoy	Guisan PS
113.Kima Venus	Janguslob PS
114. Joselito Victoriano	Lawaan ES
115. May Gaf Dela Cruz	Malonoy ES (Dumarao)
116. Norlita Hblero	Ongol Ilaya ES
117. Jonalyn Depaloma	R. Advincula ES
118. Jennifer Francisco	Salcedo ES
119. Rey Stone Hill Generato	Sibarariwan ES
119. Mary Fe Cabrera	San Juan ES
120.Edalie Segundera	Heracleo Benjamin ES



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Enclosure No. 2 to SDM No. 015, s. 2023

List of Training Management Team, Quality Assurers and Facilitators

Roles	Persons Involved
Over-all Program Lead	DR. MIGUEL MAC D. APOSIN, CESO V Schools Division Superintendent MA. LUNIE B. SAMPANI CPA, MPA OIC, Asst. Schools Division Superintendent DR. MARLON P. DESTREZA CES-SGOD DR. SEGUNDINA F. DOLLETE CES- CID
Training Manager	DR. MARGGIE A OBLIGACION SEPS- Planning & Research
QATAME Associate	RONALD DILE SEPS-SMME
Welfare Officer	Nurse-on-duty

Speakers and TWG

Name	School/Station	Position
Ma. Lunie B. Sampani CPA, MPA	OSDS	OIC-ASDS
Dr. Marlon P. Destreza	SGOD	Chief-SGOD
Dr. Segundina F. Dollete	CID	Chief- CID
Dr. Marggie A. Obligacion	SGOD-Planning & Research	SEPS
Ronald Dile	SGOD- SMME	SEPS
Cecile Ortencio	BLISS Pantalan ES	Principal I
Jennifer Catalan	Badiangon ES	Principal I
Roberto Naelgas	Nicolas Dais ES	School head
Jessica Lapena	Angelo Llorente ES	Principal I
Mary Joy Bonales	OSDS- Office of the ASDS	Admin. Asst.
Jhon Lloyd Berjamin	CID	Admin. Asst.



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Enclosure No. 3 to SDM No. 015, s. 2023

TRAINING MATRIX

**TRAINING-WORKSHOP ON THE DEVELOPMENT OF THE 2023-2028
SCHOOL IMPROVEMENT PLAN (SIP)**

January 26-27 & 30-31, 2023

Day 1 - Time	Activity/Session	Speakers/In-Charge
8:00-8:30	Registration	TWG
8:30-9:30	Preliminaries	SIP Core Group/TWG
9:30-9:45	Levelling of Expectation	Dr. Segundina F. Dollete Chief- CID
9:45-12:00	Session 1: Four Pillars Strategic Objectives	Dr. Marlon P. Destreza Chief-SGOD
12:00-12:15	Lunch Break	
12:15- 3:15	Session 2: SWOT & CROSS SWOT	Lunie B. Sampani CPA,MPA OIC-ASDS
3:15-4:30	Workshop	Facilitators & TWG

Day 2

Time	Activities/Sessions	Speakers/In-Charge
8:00-8:20	Preliminaries	TWG
8:20-10:00	Session 3: Organizational Risk Assessment	Ronald Dile SEPS-SMME
10:00-12:00	Session 4: Implementation Planning	Dr. Segundina F. Dollete Chief-SGOD
12:00-12:15	Lunch Break	
12:15-3:30	Session 5: Work and Financial Planning & SMEA Framework	Ronald Dile SEPS-SMME
3:30-4:30	Session 6: SIP Design & Appraisal	Dr. Marggie A. Obligacion SEPS-Planning & Research
4:30-4:40	Ways Forward/Agreements	SIP Core Group
4:40-5:00	Closing Prayer	



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