



Republic of the Philippines  
**Department of Education**  
 Region II – Cagayan Valley  
**SCHOOLS DIVISION OF TUGUEGARAO CITY**

August 5, 2022

**DIVISION MEMORANDUM**

No. 161, s. 2022

**TRAINING-WORKSHOP ON THE ENHANCED SCHOOL  
 IMPROVEMENT PLAN (ESIP)**

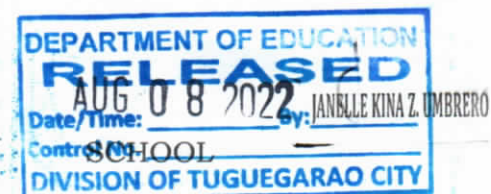
To: Assistant Schools Division Superintendent  
 Chiefs, SGOD and CID  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads/OICs  
 All Others Concerned

1. This Office, through the School Governance and Operations Division, shall conduct a 3-day training on the crafting of the Enhanced School Improvement Plan (ESIP) on August 17-19, 2022. The final venue shall be announced later.
2. The activity aims to:
  - a. walkthrough the participants on the preparatory activities, assess, plan and act phases of the ESIP operational process;
  - b. simulate the conduct of situational analysis using the prescribed templates and tools; and
  - c. prepare ESIP draft for S.Y. 2022-2025.
3. The participants are the School Heads and one (1) member of the school planning team of the public elementary and secondary schools in the Division and members of the division planning team.
4. A registration of one thousand two hundred pesos (P1,200.00) shall be collected from the participants to cover meals and accommodation for the 3-day activity to be charged from the school MOOE and division fund subject to the usual accounting and auditing rules and procedures.
5. For your information and guidance.

  
**REYNANTE Z. CALIGUIRAN**  
 Schools Division Superintendent

Encl:  
 Reference: D.O. No. 44, s. 2015  
 To be indicated in the Perpetual Index  
 Under the following subjects:

GOVERNANCE      IMPROVEMENT      PLAN



SGOD/gmd/mjdm  
 SGOD-8-39



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**Attachment: Schedule of Activities**

<b>Date</b>	<b>Topic/s</b>
<b>DAY 1 (August 17, 2022)</b>	
8:00-8:30am	Registration
8:30-9:00am	Preliminaries
<i>Training -Workshop Proper</i>	
9:00 – 9:45am	Overview of the ESIP
9:45 -11:00am	Situational Analysis
	Workshop
	Presentation of Output
11:00 – 12noon	Identifying Key and Immediate Challenges and Interventions
	Workshop
	Presentation of Outputs
12:00 – 1:00pm	Lunch Break
1:00-1:15pm	Energizer
1:15 – 2:30pm	Harmonization and Alignment of Operational Plans
	Workshop
	Presentation of Outputs
2:30 – 3:45pm	Development of WFP and AIP
	Workshop
	Presentation of Outputs
3:45 – 4:45pm	Preparation of ESIP (Lecture)
4:45 – 5:00pm	Program Evaluation of the Participants, Reminders and Announcements
<b>DAY 2 (August 18, 2022)</b>	
8:00 – 8:30am	Management of Learning (MOL)
8:30 – 9:00am	Preparation of ESIP ( <i>Continuation of Lecture</i> )
9:00-11:00am	Workshop
11:00 – 12:00noon	Presentation of Outputs
12:00 – 1:00pm	Lunch Break
1:00-1:15pm	Energizer
1:15 – 2:30pm	Implementing Strategies and Solutions
	Workshop
	Presentation of Outputs
2:30 – 3:30pm	Monitoring and Evaluation
	Workshop
	Presentation of Outputs
3:30 – 4:30pm	Post Communication and Generation of Reports
4:30 – 5:00pm	Program Evaluation of the Participants, Reminders and Announcements
<b>DAY 3 (August 19, 2022)</b>	
8:00 – 8:30am	Management of Learning (MOL)
8:30 – 10:30am	Workshop – Finalization of the Final Output



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10:30 – 12:00pm	Presentation and Critiquing of Final Output (2 participants from the Secondary)
12:00 – 1:00pm	Lunch Break
1:00pm–1:15pm	Energizer
1:15pm-4:30pm	Presentation and Critiquing of Final Output (4 participants from the Elementary)
4:30pm-5:00pm	Program Evaluation of the Participants and Closing Program

