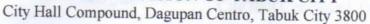


Republic of the Philippines DEPARTMENT OF EDUCATION

Cordillera Administrative Region

SCHOOLS DIVISION OF TABUK CITY





DIVISION MEMORANDUM No. 61, s. 2019

TO

PUBLIC SCHOOL DISTRICT SUPERVISORS

PUBLIC ELEMENTARY & PUBLIC SECONDARY SCHOOLS

OTHERS CONCERNED

FROM

BENEDICTA B. GAMATERO

OIC Schools Division Superintendent

SUBJECT

ENHANCED SCHOOL IMPROVEMENT PLAN (ESIP) ACTION

PLAN TEMPLATE

DATE

APRIL 1, 2019

- Relative to the crafting of the next cycle of SIP, all schools shall prepare their respective action plans to ensure commitment to the steps or processes as set forth in the guidelines in DepEd Order No. 44, s. 2015.
- 2. All ESIP shall be submitted to the Division Office by the end of September 2019.
- To facilitate the monitoring of activities and outputs in relation to the formulation of the plan, attached is the ESIP Action Plan Template to be used by all schools.
- The template consists of the phases of ESIP formulation with the corresponding activities to perform and the required outputs along with time frame of completing every activity as required.
- 5. Immediate dissemination of this memorandum is desired.

/sgod/smme-kaa



Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF TABUK CITY City Hall Compound, Dagupan, Tabuk City



ACTION PLAN

School ID:

Name of School:

Activity 1.1 Gather and organize the necessary data Step 1. Prepare for SIP Development PREPARATORY PHASES From TIME FRAME 0 (4) Child friendly school survey (Annex 2A) (3) School report card (2) Child mapping tool (Annex 1B) (1) School Community Data Template (Annex 1A) MOVS/OUTPUTS District:

Activity 2.1 Present and discuss the information gathered during the preparatory activities	Improvement Areas (PIAs)	Stop O Identific In	Phase I: ASSESS	oricination, vision snaring, and scheduling	orientation vision charies		Team (SPT)
(2) Initial list of improvement areas (3) GAP analysis template (Annex 3) (4) PIA template (Annex 4)	(1) Documentation of the discussion (Narrative Banast)		invitations to stakeholders, etc.)	(11) Other related documents (i.e. minutes of meetings, letter of	(10) SPT timetable	(9) List of SPT roles and responsibilities	(8) Documentation of vision sharing

Activity 1.2 Form the School Planning

(6) School watching checklist and hazard map (Annex 2C)(7) List of members for the SPT with their representations

(5) Child protection policy implementation checklist (Annex 2B)

7:	TIME FRAME	ME	
PHASES	From	То	MOVS/OUTPUTS
Activity 2.2 Identify / review the PIAs			(5) PIA column of the planning worksheet (Annex 5) (6) Accomplished general objectives and year columns of the
Step 3. Analyze the PIAs			planning worksheets (Annex 5)
Activity 3.1 Set general objectives			
Activity 3.2 Organize the Project Teams			(9) Documentation from FGDs, Interviews or home visits
Activity 3.3 Listen to the voice of the learners and other stakeholders			stor
Activity 3.4 Analyze the school processes			
Activity 3.5 Select area of focus			(13) Diagram showing the root causes (14) Presentation of the root cause with a supporting data,
Activity 3.6 Do root cause analysis			process flowchart, and area of focus (in MS PowerPoint or hard copy)
Activity 3.7 Present root cause to SPT			(15) Other related documents (i.e. minutes, pictorials, etc.)
Phase II: PLAN			
Step 4. Review general objectives and targets			
Step 5. Formulate solutions			 Root cause column in the planning worksheet (Annex 5) List of possible solutions
Step 6. Develop project designs			 Project work plan and budget matrix SIP with signature of SPT members
Step 7. Write the SIP			5. Accomplished AIP template 6. Other related documents (i.e. minutes, pictorials, etc.)
Step 8. Prepare the Annual Implementation Plan (AIP)			
Phase 3: ACT			
Step 9. Test the solutions			1. Data results from testing the solution

Date:

School Head

Date:

PSDS