



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

December 1, 2022

**DIVISION MEMORANDUM**  
**NO. 510, s. 2022**

**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. Pursuant to DepEd Order No. 44, s. 2022 titled "Adoption of the Basic Education Development Plan 2030," schools shall craft the School Improvement Plan (SIP) to improve key result areas in basic education.
2. This Office, through the Governance and Implementation Division, will conduct a Training-Workshop on the Development of the 2023-2028 School Improvement Plan (SIP) in four batches. The first two batches to be held on December 12-13, 2022 and December 19-20, 2023. The venue will be announced later.
3. The objectives of this activity are as follows:
  - a. understand the fundamental components and steps of Strategic Planning and introduce its application in the new SIP;
  - b. capacitate the 471 school heads in the crafting of the new School Improvement Plan for FY 2023-2028; and
  - c. 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 school
  - d. data on school key performance indicators
5. Participants to this activity are the selected school heads, Education Program Supervisors, School District Supervisors, and training management team. Please see attached list.
6. Expenses relative to the conduct of this activity shall be charged against the Division MOOE funds, subject to usual accounting and auditing rules and regulations.



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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



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**LIST OF PARTICIPANTS AND SPECIFIED DATE OF ATTENDANCE**

Batch 1 – December 12-13, 2022

Name of School Heads ( No Proxy Allowed)	School
1. Monina Aleligay	Dao Central School
2. Sonora Ledesma	Dumarao Central School
3. Rolando Ricardo	Estefania Montemayor NHS
4. Ernesto Fulgencio Jr.	Aglalana IS
5. Marilyn Fortaleza	Dumalag Central School
6. Charlie Vegas	Concepcion Castro NHS
7. July Falagne	Dolores NHS
8. Glenda Gervero	Tapaz CES
9. Annabelle Basan	San Julian ES
10. Emmie Garbosa PhD	Camburanan NHS
11. Maria Fernalili Castillon	Candelaria NHS
12. Raquel Llanera	Patrocenio Artuz NHS
13. Romy Bermudo	Cuartero Central School
14. Expectacion Lacbanes	Cuartero NHS
15. Aileen Ureta	Agcabugao ES
16. Jocelyn Luching	Sigma Central School
17. Teresita Barrio	Mianay NHS
18. Lalaine Delos Santos	Ivisan Central School
19. Violabel Navarra	Mambusao East ES
20. Rizalina Barruela	David Moises NHS
21. Arlyn Luces	Mambusao West ES
22. Roger Llorito	Jamindan ES
23. Estela V. Fano	Jamindan NHS
24. Fatima Escuton	Lucero NHS
25. Julius Enriquez	Sapian ES
26. Analyn Lozada	Ishmael B. Orillos Farm School
27. Benny Blancaver	Pilar ES
28. Aida Villanueva	Casanayan NHS
29. Rustico Deseo	Maayon ES
30. Jonel Sembrano	Tuburan ES
31. Maria Bambi Billanes	Tuburan NHS
32. Lea Uy	East Villa Flores NHS
33. Lorna Bonilla	Panitan ES
34. Gerebelito Dadivas	Pres. Roxas East ES
35. Saturnina Mayo	Pontevedra ES
36. Leowel Batuigas	Pontevedra NHS
37. Eddie Arcenas	Panay ES
38. Myrtyl Coching	Felix Balgos NHS
39. Narciso Falsario Jr.	Bula IS



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Batch 1 – December 12-13, 2022

Name of School Heads (NO PROXY ALLOWED)	School
40. Aileen Abellano	Angub ES
41. Roochie Villalva	Codingle ES
42. Evangeline Faraon	Ilas Norte ES
43. Reynaldo Nam-ay	Malonoy ES
44. Elisa Tolosa	Maindang ES
45. Myra Nerecena	Sto. Angel ES
46. Greta Andrea Fanco	San Jose ES
47. Mary Ann Trambulo	Concepcion Castro ES
48. Mae Frac	Santa Cruz ES
49. Judith Tu	Agustin Navarra ES
50. Juvy Baranda	Catalino Andrada ES
51. Lennie Andrada	Mahayag ES
52. Lucia Taytayon	Malocloc ES
53. Yoli Llorico	Francisco Vacaro ES
54. Gina Artuz	Lucero ES
55. Helen Cornelio	Linambasan ES
56. Randolph Reyes	Camp Peralta ES
57. Alan Dorado	Balighot ES
58. Prencesita Llorito	Batabat ES
59. Gemma Deseo	Cabungahan ES
60. Jose Combate	New Guia ES
61. Mercy Barroa	Agojo ES
62. Anna Mae Blancaflor	Calapawan ES
63. Lourdes Oropio	Pawa ES
64. Agnes Bulquerin	Ricardo Bernas ES
65. Donald Delmo	Anhawon ES
66. Nelida Laysa	Atiplo ES
67. Jessica Lapena	Angelo Ilorente ES
68. Anita Villasis	Burias ES
69. Haydee Luciano	Don Juan Andaya ES
70. Ellen Mae Rodriguez	San Esteban ES
71. Alda Malibong	Rizal ES
72. Geneluz Bermejo	Hipona ES
73. Noe Bebita	Victoria C. Dais ES
74. Cecil Ortencio	BLISS Pantalan ES
75. Erda Buenafe	Cabugcabug ES
76. Lester Olilalng	Agsilab ES
77. Marissa Olilang	Agtatacay Sur ES
78. Donalyn Olandesca	Dapdapan ES
79. Marlon Lozada	Lonoy ES
80. Cecilia Liba	Acbo ES
81. Janette Palomo	Amaga ES



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Batch 1 – December 12-13, 2022

Name of School Heads No Proxy Allowed	School
82. Joebel Villanueva	Jose Reyes Jarencio ES
83. Cholly Villanueva	Margarita Soriano ES
84. Arnel Francisco	Loreto Balgos ES
85. Ferdinand Legazpi	Mangoso ES
86. Rita Villareal	Capiz NHS
87. Connie Galupar	Katipunan ES
88. Raul Jeminez	Joaquin Artuz ES
89. Julie Finlac	Dao NHS
90. Gelyn Facto	Putian NHS
91. Helen Cornelio	Linambasan ES
92. Sergio Baranda	Victor Umiten ES
93. Abadesa Sabordo	Bungsuan ES
94. Martin Fabraquel Jr.	Consolacion ES
95. Belen Mesias	Candelaria ES
96. Roberto Naelgas	Nicolas Dais ES
97. Magdalena Glenda Aronia	Dulangan ES
98. Apolio Luz	Najus-an ES
99. Jocelyn Bayot	Manibad ES
100. Rosemary Artates	Jesus Gonzalo Albania ES
101. Fe Depena	Guinbialan IS
102. Mary Ann Roxas	Bago Chiquito IS
103. Luz Mayo	Bito-on ES
104. Maria Roda Tolores	Nicanor Escutin ES
105. Allien Ureta	Pres. Roxas West ES
106. Jennifer Catalan	Badiangon ES
107. Charly Diaz	Mainit ES
108. Ethel Odiaman	Nagba ES
109. Maribeth Flaga	Laureano Frial ES
110. Mary Jane Dollete	Cogon ES
111. Arnel Dumalag	Agustin Almalbis ES
112. Amelie Bulquerin	Bantigue ES
113. Jolly Batuigas	Bailan IS
114. Elizabeth Dela Cruz	Maninang ES
115. Rona Odicta	Majanlud ES
116. Leny Falco	Camburanan ES
117. Charly Diaz	Macario Bermejo NHS
118. Marie Leizel Diawara	Mambusao NHS



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Second Batch – December 19-20,2022

Name of Schol Heads NO PROXY ALLOWED	School
1. Francisca Pinos	Marita ES
2. Raemart Dela Cueva	Aranguel ES
3. Arnulfo Ladiet	Cabugacabug ES
4. David De Ado	Carmencita-Sto. Nino ES
5. May Dolor	Madulano ES
6. Esmeralda Dagmil	Manoling ES
7. Elizabeth Ollos	Vedasto Javelosa ES
8. Florence Legaspina	CLRANHS
9. Agustina Perra	Dumangan NHS
10. Ma. Gina Nunez	Dumalag Cenntral NHS
11. Lucille Grace Oxino	Ivisan NHs
12. Geroe Odicta	Leodegario Deocampo NHS
13. Corancion Gadong	Maindang NHS
14. Ronilo Tu	Panitan NHS
15. Elmer Catunao	Marciano Patricio NHS
16. Johnny Pugon	Manuel Onato NHS
17. Elpheige Paclibar	Pawa NHS
18. Nilo Domingo	Arturo Jugo NHS
19. Jocelyn Garbosa	Roxas Farm School
20. Vilma Ocaso	Caidquid ES
21. Anthonietts Berganio	Diosdado BayotED
22. Leo Fabrigar	Acuna ES
23. Juvelyn Tanaleon	Bagong Barrio ES
24. Regelyn Orantes	Hilwan PS
25. Mary Rose Ganancial	Maliao ES
26. nLeah Palomar	San Miguel Ilawod ES
27. Genebie Gabayaran	San Roque ES
28. Eirlos Gabayaran	Switch ES
29. Lea Gialogo	Wright ES
30. Juliet Jimenez	San Jose Tpaz East ES
31. Nilda Farillon	Artuz ES
32. Jocelyn Miranda	Mawang ES
33. Anamae Gamayao	Martin Gimeno ES
34. Jolly Olivares	Taslan ES
35. Alberto Ordovez	Cogon Es
36. Marilou Sheba Antonino	Fructusa de Romero ES
37. Maicon Bolano	Dayhagon ES
38. Marites Payas	Juan Aldea ES
39. Maria Aileen Escosio	Sinandigan ES
40. Mariquita David	Tawog PS



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Second Batch – December 19-20,2022

Name of School Heads	School
41. Aimee Aguilung	Pinagbunitan ES
42. Gina Garcia	Angkin ES
43. Rogelio Llorito	Bangkal ES
44. Emily Victoriano	Agtatacay Norte ES
45. Nestor Besana Jr.	Benlit ES
46. Victor Lara	Camansi PS
47. Dionel Obuyes	Telesforo Aperochon ES
48. Freddie Rios	Wenceslao Onas ES
49. Rima Capulso	Feliciano Consing ES
50. Hengie Celoso	Gabuk ES
51. Maricel Macatangay	Intongcan ES
52. Ma. Imelda Billones	Maximo Dais ES
53. Mary Jean Buhat	Renato Hontiveros ES
54. Sybil Degala	San Pedro ES
55. Nelly Crispolon	Concepcion Catalan ES
56. Arnold Ani	Crlos V. Lopez ES
57. Romulo Besonio	Casanayan ES
58. Juanito Vito	San Ramon ES
59. Ernie Villa	San Silvestre ES
60. Michael Bermejo	Sta, Fe ES
61. Agnes Ado	Aglimocon ES
62. Susan Orendez	Indayagan ES
63. Marina Aurelio	Jebaca ES
64. Paulino Dumagpi	Palaguian ES
65. Sinon Baclas	Quevedo ES
66. Lito Cabrera	Quinat-uyan ES
67. Nemia Calizo	Salgan ES
68. Analyn Bayhon	Tepacla ES
69. Rita Albelar	Alayunan ES
70. Gene Taladtad	Ilawod ES
71. Eldelisa Baculinao	Agbalo ES
72. Marivic Barrera	Bato ES
73. Remia Barriatos	Bunga ES
74. Anecito barrera	Buntod ES
75. Leo Barroa	Daga ES
76. Francisco Batilaran	Eugenuio Regalado ES
77. Marites Dolor	Jamul-awon ES
78. Joselito Arevalo	Jose Hontiveros ES
79. Haide Basilonia	Libon ES
80. Cecilia Roxas	Magubilan ES
81. Ma. Rosalie Billano	Navitas ES



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Second Batch – December 19-20,2022

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82. Monina Nobleta	Ricardo Bernas ES
83. Leodilyn Villas	Magdalena Bermejo ES
84. Robert Begas	Agloway ES
85. Teresita Diocena	Bahit ES
86. Nieva Abalayan	Capagao ES
87. Helen Navarra	Catmon ES
88. Mildred Sampiano	Pasugue ES
89. Lynnette Agabao	Tincupon ES
90. Daniel Dollete	Tingban IS
91. Narcisa Villoriente	Agcawayan ES
92. Napoleon Protacio	Aglanot IS
93. Jimmy Aspera	Antonio Belo IS
94. Evelyn Paucio	Bilao IS
95. Angela Basinillo	CelestinoDiaz IS
96. Phincy rene Obligar	Dayhagan IS
97. Yvonne Ganit	Leopoldo Gialogo IS
98. Jogie Villagracia	Canapian IS
99. Melo Derramas	Tapulang IS
100. Cherrie Arroyo	Quiajo IS
101. Elaine Victoriano	Agdahon ES
102. Ruth Diamante	Bun-od ES
103. Aileen Paligumba	Mahabang Sapa ES
104. Isidro Silvestre	Malagab-I ES
105. Anannias Antonio	Agnaga ES
106. Freddie Falcis	Puti-an ES
107. Elizabeth Tianchon	Vicente Fabuna ES
108. Prechie Marie Luching	Antonio Abad ES
109. Mary Ann Bolido	Daplas ES
110. Delia Apolinario	Manhoy ES
111. Lourdes Estonina	Matagnop ES
112. Kristine Mae Alvaira	Quinayuya ES
113. Milagros Derayo	Tabuc ES
114. Marcelo Alayon	Balit ES
115. Janette Demandante	Gavino Navarra ES
116. Amancio Villaruz	Cala-agus ES
117. Chona Javedra	Eusebio Villarea; ES
118. Nestor Magallanes	Pinay ES



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**List of Training Management Team, Quality Assurers and Facilitators**

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

**Speakers and TWG**

Name	School/Station	Position
<b>Ma. Lunie B. Sampani CPA, MPA</b>	<b>OSDS</b>	<b>OIC-ASDS</b>
<b>Dr. Marlon P. Destreza</b>	<b>SGOD</b>	<b>Chief-SGOD</b>
<b>Dr. Segundina F. Dollete</b>	<b>CID</b>	<b>Chief- CID</b>
<b>Dr. Marggie A. Obligacion</b>	<b>SGOD-Planning &amp; Research</b>	<b>SEPS</b>
<b>Ronald Dile</b>	<b>SGOD- SMME</b>	
<b>TWG</b>		
<b>Dr. Immaculada Amores</b>	<b>SGOD- HRTD</b>	<b>SEPS</b>
<b>Vincent Lausa</b>	<b>Basiao NHS</b>	<b>School head</b>
<b>Jhean Lingco</b>	<b>SGOD</b>	<b>YFO</b>
<b>Yzarda Claudette Ballera</b>	<b>SGOD</b>	<b>YFO</b>
<b>Mary Joy Bonales</b>	<b>OSDS- Office of the ASDS</b>	<b>Admin. Asst.</b>
<b>Jhon Lloyd Berjamin</b>	<b>CID</b>	<b>Admin. Asst.</b>





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**TRAINING MATRIX**  
**TRAINING-WORKSHOP ON THE DEVELOPMENT OF THE 2023-2028**  
**SCHOOL IMPROVEMENT PLAN (SIP)**  
**December 12-13 & 19-20, 2022**

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

**Day 2**

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



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

**Schedule of Activities**

<b>Date</b>	<b>Activities</b>
<b>December 7 &amp; 9, 2022</b>	<b>Walk through</b>
<b>December 12-13, 2022</b>	<b>First Batch – SIP Roll-out</b>
<b>December 19-20, 2022</b>	<b>Second Batch – SIP Rool-out</b>



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