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

11 NOV 2026

DIVISION MEMORANDUM
No. 597, s. 2026

ORIENTATION ON THE UPDATING AND ALIGNMENT OF SCHOOL IMPROVEMENT PLANS (SIPs) WITH THE QUALITY BASIC EDUCATION DEVELOPMENT PLAN (QBEDP), REGIONAL PRIORITIES, AND DIVISION EDUCATION DEVELOPMENT PLAN (DEDP)

To: OIC, Assistant Schools Division Superintendent
OIC, Chief Education Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. In line with the Department of Education's commitment to strengthening results-based planning and ensuring alignment of education development plans across governance levels, this office, through the School Governance and Operations Division (SGOD), shall conduct an **Orientation on the Updating and Alignment of School Improvement Plans (SIPs) with the Quality Basic Education Development Plan (QBEDP), Regional Priorities, and Division Education Development Plan (DEDP)** on November 18–19, 2026, at Circulo Convention Center, Pueblo de Panay, Lawaan, Roxas City.

2. The activity aims to:
a) orient School Heads on relevant QBEDP Outcomes, Regional Priorities, and DEDP directions and targets;
b) provide guidance on updating SIPs based on current school performance data and identified priority improvement areas;
c) align school priorities, objectives, and targets with the DEDP; and
d) ensure consistency between the SIP and its corresponding Work and Financial Plan (WFP).

3. The orientation shall be conducted according to the following schedule:

Date/Time	Activity	Participants	Venue
November 18, 2026 8:00 AM–5:00 PM	Orientation on the Updating and Alignment of School Improvement Plans (SIPs)	All Elementary School Heads in the following districts: ✓ Panay; ✓ Panitan; ✓ Pilar; ✓ Pontevedra;	Circulo Convention Center, Pueblo de Panay, Lawaan, Roxas City

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		✓ President Roxas; ✓ Maayon; and ✓ Ivisan Secondary School Heads and Integrated School Heads	
November 19, 2026 8:00 AM–5:00 PM	Orientation on the Updating and Alignment of School Improvement Plans (SIPs)	All Elementary School Heads in the following districts: ✓ Cuartero ✓ Dao; ✓ Dumalag; ✓ Dumarao; ✓ Jamindan; ✓ Mambusao East; ✓ Mambusao West; ✓ Sapian; ✓ Sigma; ✓ Tapaz East; and Tapaz West	Circulo Convention Center, Pueblo de Panay, Lawaan, Roxas City

Each Secondary School Head shall be accompanied by one (1) Administrative Officer (AO) from their respective school to assist in the preparation of the corresponding two (2) or three (3) WFPs.

4. The Public Schools District Supervisors (PSDSs) shall attend the orientation as District Chairpersons of their respective District Planning Teams and shall lead the district-level coordination, coaching, and review of the updated SIPs and WFPs to ensure their alignment with the identified education priorities and prescribed requirements.

5. All participants are required to bring their respective laptops, extension cords, and SIPs for reference during the orientation.

6. The orientation shall provide technical guidance on the utilization of current school data, identification of priority improvement areas, formulation of objectives and targets, development of appropriate strategies and interventions, and preparation of the corresponding WFPs.

7. A registration fee of **Six Hundred Pesos (PhP600.00)** shall be charged from each participant to cover expenses for one (1) meal (lunch) and two (2) snacks (morning and afternoon). The registration fee and travel expenses shall be charged against School MOOE Funds. Food expenses for the SDO Capiz participants and Technical Working Group shall

be charged against the Division MOOE. All expenses are subject to the usual accounting and auditing rules and regulations.

8. This memorandum shall serve as **Authority to Travel** for all participants attending the orientation.

9. Immediate dissemination of and compliance with this Memorandum are desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

PLANNING SCHOOLS SCHOOL IMPROVEMENT PLAN EDUCATIONAL DEVELOPMENT

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

Enclosure No. 1 to Division Memorandum No. 597, s. 2026

PROGRAM MATRIX

Orientation on the Updating and Alignment of School Improvement Plans (SIPs) with the Quality Basic Education Development Plan (QBEDP), Regional Priorities, and Division Education Development Plan (DEDP)
Kapis Mansions, Banica, Roxas City
November 18-19, 2026

TIME	ACTIVITY	IN-CHARGE
8:00–8:30 AM	Registration	TWG
8:30–9:00 AM	Preliminaries (Prayer, National Anthem, Welcome Remarks, and Acknowledgment of Participants)	TWG
9:00–9:15 AM	Opening Remarks	**ROEL F. BERMEJO** Schools Division Superintendent
9:15–10:00 AM	Overview of the QBEDP, Regional Priorities, and DEDP	**MARLON P. DESTREZA EdD** OIC-Asisstant Schools Division Superintendent
10:00–10:15 AM	Health Break	
10:15–11:15 AM	Review and Interpretation of Current School Performance Data through Dashboarding	**AILEEN MAY F. ISIDERIO** SEPS-Planning&Research
11:15 AM–12:00 NN	SWOT and Cross-SWOT Analysis for Identifying Priority Improvement Areas and Strategic Responses	**RONALD P. DILE** SEPS-SMME
12:00–1:00 PM	Lunch Break	
1:00–1:45 PM	Alignment of School Priorities, Objectives, and Targets with the DEDP	**EDNA B. AZCARRAGA PhD** OIC-CES SGOD
1:45–3:00 PM	Orientation on the Updating of SIPs per Part	**AILEEN MAY F. ISIDERIO** SEPS-Planning&Research **RONALD P. DILE** SEPS-SMME
3:00–3:15 PM	Health Break	Secretariat
3:15–4:00 PM	Alignment of SIP Priorities, PPAs, Targets, and Resource Requirements with the Corresponding WFPs	**RONALD P. DILE** SEPS-SMME
4:00–4:30 PM	Open Forum and Clarifications	
4:30–5:00 PM	Synthesis, Agreements, and Closing Program	TWG

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Enclosure No. 2 to Division Memorandum No. 597, s. 2026

LIST OF PROGRAM MANAGEMENT TEAM

PROGRAM MANAGEMENT TEAM	NAME
Schools Division Superintendent	ROEL F. BERMEJO, CESO V
Assistant Schools Division Superintendent	MARLON P. DESTREZA, EdD, CESE
Program Managers	EDNA B. AZCARRAGA, PhD AILEEN MAY F. ISIDERIO RONALD P. DILE
Technical Working Group	IMMACULADA J. AMORES, EdD ANN MARIE D. VILLAMOR EdD ARGELINE JOY V. AMORES MARIA LOURDES PENIANO RONALD B. DIESTRO
Finance/Cash	MARJORIE A. BAYHON