



DEP-ED Mt. Province  
OFFICE OF THE SCHOOLS DIVISION  
SUPERINTENDENT

Republic of the Philippines  
**Department of Education**  
REGION CAR  
SCHOOLS DIVISION OF MOUNTAIN PROVINCE

**RELEASED**

by: MAY 11 2020

10-10

Date: \_\_\_\_\_

**OFFICE MEMORANDUM**

No. 03 S. 2020

May 08, 2020

**CALL-UP ON THE SUBMISSION OF SCHOOL IMPROVEMENT PLANS 2020-2023**

To: All Division SIP Appraisal Team Members  
All Public School District Supervisors  
All School Heads

1. Aligned with DepEd Order #44 s.2015, the MPSDO has set the schedule below to facilitate the finalizing of School Improvement Plans.
  - a. SCHOOLS whose SIPs have undergone the 2<sup>nd</sup> and/or 3<sup>rd</sup> reading or were given the go-signal to finalize are directed to pass final printed copies following the guidelines provided on May 21, 2020.
  - b. SCHOOLS who have retrieved their 1<sup>st</sup>/2<sup>nd</sup> drafts should submit their edited SIPs for 2<sup>nd</sup> or 3<sup>rd</sup> reading on May 15, 2020 or may opt to send via e-mail the copy to the designated Division SIP Appraisal Team member (DSAT) assigned to their district.  
  

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  - c. SCHOOLS whose SIPs have not been retrieved due to the health emergency should retrieve their books from SGOD skeleton workforce from May 13-15, 2020 or may still opt to e-mail the copy for entry of suggestions and corrections.



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- d. SCHOOLS WHO HAVE NOT SUBMITTED their SIPs are directed to submit their first draft on May 15, 2020 accompanied with an explanation letter signed by their PSDSs.
2. School heads are advised to consider the present situation and the possible effects of the pandemic to the usual school movement in readjusting their plans for Year 1. Things to be considered shall be compliance to health protocols, teacher development or upskilling activities, readiness of learners and parents to the new normal.
3. Immediate dissemination of this memo is enjoined.

  
**FEDERICO P. MARTIN, CEED, EDD, CESO V**  
Schools Division Superintendent  


cek/hrd/sgod



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