



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

No. 256, s. 2024

**CONDUCT OF EN BANC SESSION FOR SCHOOL HEADS IN THE FINALIZATION
OF SCHOOL IMPROVEMENT PLAN (SIP) 2023-2028**

To: Division Planning Team
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with Division Memorandum No. 180, s. 2024 titled *Appraisal of School Improvement Plan (SIP) 2023-2028*, the division will be conducting an en banc session to finalize the SIP. This is based on the initial results and agreements established by the members of the Division Planning Team.
2. The session shall be held at the SDO mini conference hall on **August 22 and 23, 2024**. Please refer to Enclosure 1 for the detailed schedule.
3. The Division Planning Team will provide constructive feedback and suggestions for improvement. School Heads are expected to incorporate the collective input and revise their SIPs.
4. The finalized hardcopy (1) of SIP must be submitted on or before August 30, 2024 at the records office and shall be uploaded through the link: **<https://tinyurl.com/SIP-DEDP-BEDP>**.
5. For information, guidance, and compliance.


VILMA D. EDA, CESO V
Schools Division Superintendent

Enclosure/s: as indicated

References: Division Memorandum No. 180, s.2024
DepEd Order No. 44, s. 2015

To be indicated in the Perpetual Index
Under the following subjects: SIP COMMITTEES

SGOD-PRU/gpc



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Enclosure 1 DM ____

**SCHEDULE OF EN BANC SESSION FOR THE SCHOOL HEADS IN THE
 FINALIZATION OF SIP 2023-2028**

Regular PMT Members:

Annie D. Pagdilao, Ed.D.
 Rodrigo Q. Reyes Jr.
 Marie Christine L. Natividad

Susiemar M. Rapisura
 Christopher Michael T. Gasmen
 Gloria P. Cabotaje

Scheduled PMT Members:

Elsie C. Amorin
 Peter John A. Frial
 Rommel A. Rabo
 Nelson A. Robiñol

Dr. Arlyn D. Batulan
 Princess G. Torricer
 Aurelyn F. Fieldad
 Grace F. Castañeda

Secretariat: Gloria P. Cabotaje – August 22 & 23, 2024
 Aurelyn F. Fieldad – August 22, 2024
 Grace A. Castañeda – August 23, 2024

Date	Time	School	PMT Responsible
August 22, 2024 (Thursday)	8:30 – 9:00 AM	Raois ES	Regular PMT Members
	9:00– 10:00 AM	ISNHS	
	10:00–10:30 AM	Pantay IS	
	10:30–11:00 AM	Burgos Memorial School West	
	11:00–11:30 AM	Rugsuanan-Puroc ES	Regular PMT Members, Princess G. Torricer
	1:30 – 2:00 PM	Ayusan-Paoa ES	Regular PMT Members
	2:00 – 2:30 PM	Camangaan ES	Regular PMT Members, Aurelyn F. Fieldad
	2:30 – 3:00 PM	Cabaroan-Cabalangegan ES	Regular PMT Members, Dr. Arlyn D. Batulan
	3:00 – 3:30 PM	Capangpangan ES	
	3:30 – 4:00 PM	Vigan NHS East	Regular PMT Members
4:00 – 4:30 PM	Jose Singson ES	Regular PMT Members	
August 23, 2024 (Friday)	8:30 – 9:00 AM	Vigan Central School	Regular PMT Members, Elsie C. Amorin
	9:00– 9:30 AM	Burgos MS East	
	9:30–10:00 AM	Vigan NHS West	Regular PMT Members, Peter John A. Frial
	10:00–10:30 AM	Salindeg, Pong-ol, Barraca ES	
	10:30–11:00 AM	San Julian ES	Regular PMT Members, Rommel A. Rabo
	11:00–11:30 AM	Tamag ES	
	1:30 – 2:00 PM	Nagsangalan ES	Regular PMT Members, Nelson A. Robiñol
	2:00 – 2:30 PM	Mindoro ES	
	2:30 – 3:00 PM	Gov. Evaristo Singson MES	Regular PMT Members
	3:00 – 3:30 PM	Bulala-Paratong ES	Regular PMT Members, Grace C. Castañeda



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