



7-2166

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

DIVISION MEMORANDUM
No. 623, s. 2026

11 AUG 2026

WRITESHOP ON THE PREPARATION OF SCHOOL IMPROVEMENT PLAN

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to Regional Memorandum No. 923, s. 2026, the DepEd Regional Office I – Policy, Planning, and Research Division (PPRD) will conduct the **Writeshop on the Preparation of School Improvement Plan – Batch 2**, on **September 8-9, 2026** at the **National Educators Academy of the Philippines, San Fernando City, La Union**.

2. The activity aims to strengthen the capacity in strategic planning and to ensure that school-level priorities and interventions are aligned with the strategic directions articulated in the Division Education Development Plan.

3. The official participants from this Division are as follows:

No.	Name	Position	Office/School
1	RODRIGO REYES, JR.	Chief Education Supervisor	SGOD
2	GLORIA CABOTAJE	Planning Officer III	SGOD
3	EDGAR PESCADOR	Education Program Supervisor	CID
4	ANITA PRESTO	Principal IV	VNHSE

4. The participants shall register on or before August 14, 2026 through the link: https://tinyurl.com/Registration_SIP.

5. The participants are requested to bring laptops and copy of the Division Education Development Plan (DEDP) 2026-2028 and latest School Improvement Plan.

6. The first meal on September 8, 2026 is AM Snack, and the last meal on September 9, 2026 is PM Snack. The SDO Driver is not included in the meals and accommodation.

7. The travel expenses of participants shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

8. Attached is the Regional Memorandum for reference.

9. For information and compliance of all concerned.



VILMA D. EDA, CESO V
Schools Division Superintendent

SGOD-HRD/ahem/WRITESHOP ON THE PREPARATION
OF SCHOOL IMPROVEMENT PLAN
2026-094/August 7, 2026



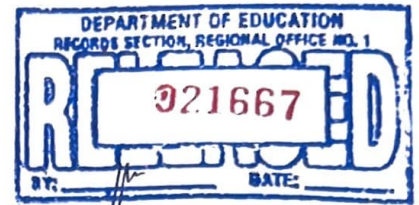
Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
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Republic of the Philippines
Department of Education
REGION I



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REGIONAL MEMORANDUM

No. 923 s. 2026

WRITESHOP ON THE PREPARATION OF SCHOOL IMPROVEMENT PLAN

To: Schools Division Superintendents
Regional Chief Education Supervisor
Policy, Planning, and Research Division

1. The Department of Education Regional Office I, through the Policy, Planning, and Research Division (PPRD), will be conducting the Writeshop on the Preparation of School Improvement Plan at the National Educators' Academy of the Philippines.
2. The activity aims to strengthen capacity in strategic planning and to ensure that school-level priorities and interventions are aligned with the strategic directions articulated in the Division Education Development Plan.
3. Participants shall be composed of SGOD chief, planning officer, public schools district supervisor and school head. The distribution of participants is as follows:

Batch 1: August 24-25, 2026		Batch 2: September 8-9, 2026	
Office	No. of Pax	Office	No. of Pax
SDO-Pangasinan I	7	SDO-Ilocos Sur	5
SDO-Alaminos City	4	SDO-Candon City	4
SDO-Dagupan City	4	SDO-Vigan City	4
SDO-San Carlos City	4	SDO-Ilocos Norte	5
SDO-Urdaneta City	4	SDO-Batac City	4
SDO-La Union	5	SDO-Laoag City	4
SDO-San Fernando City	4	SDO-Pangasinan II	6
RO1 PPRD Secretariat	3	RO1 PPRD Secretariat	3
Total	35	Total	35

4. Participants are requested to register on or before August 14, 2026 through the following link: <https://tinyurl.com/Registration-SIP>.



Flores St., Catbangen, City of San Fernando, La Union
Telephone Nos.: (072) 607-8137/682-2324
DepEd Region I region1@deped.gov.ph
www.depedregion1.com

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5. To facilitate the writeshop and presentation of outputs, participants are requested to bring laptops and copy of the Division Education Development Plan (DEDP) 2026-2028 and latest School Improvement Plan (SIP).

6. Meals to be provided during the activity are as follows:

Date	Breakfast	AM Snack	Lunch	PM Snack	Dinner
Batch 1	Aug. 24	/	/	/	/
	Aug. 25	/	/	/	/
Batch 2	Sept. 8	/	/	/	/
	Sept. 9	/	/	/	/

7. Participants from SDO-San Fernando City, SDO-La Union, and Regional Office I shall not be provided with breakfast, dinner and accommodation.

8. Meals and accommodation shall likewise not be provided for field office drivers, if any.

9. Travel expenses of participants from SDOs shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

10. This Memorandum serves as Travel Authority of attendees from the Regional Office.

11. For clarifications and/or queries, please coordinate with Leah L. Olua (0917-673-1972) or email at pprd.region1@deped.gov.ph.

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

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

Encl.: None
To be indicated in the Perpetual Index

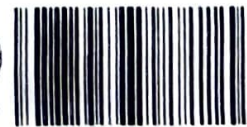
Under the following subjects:

School Improvement Plan

Strategic Directions

Writeshop

PPRD/leah/RM_WriteshopSIP
July 20, 2026



PPRD260303



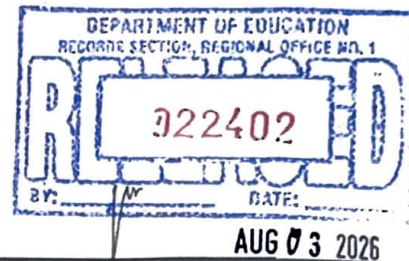
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Department of Education
REGION I



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REGIONAL MEMORANDUM

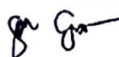
No. 954 s. 2026

**PARTICIPANTS FOR THE WRITESHOP ON THE PREPARATION
OF SCHOOL IMPROVEMENT PLAN**

To: Schools Division Superintendents
Regional Chief Education Supervisor
Policy, Planning, and Research Division

1. This pertains to RM No. 923, s. 2026 *Writeshop on the Preparation of School Improvement Plan* dated July 27, 2026. This Office through the Policy, Planning and Research Division (PPRD) announces that the participants include SGOD/CID Chief, SEPS for Planning and Research/Planning Officer, Public Schools District Supervisor and School Head.
2. All other provisions of RM 923 shall remain in effect.
3. For concerns or clarification, please coordinate with Leah L. Olua, Education Program Supervisor of the Policy, Planning and Research Division through telephone number (072) 682-2324 loc. 120 or email at pprd.region1@deped.gov.ph.
4. Immediate dissemination of this Memorandum is desired.


ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV/Regional Director



Encl.: None

Reference: RM 923, s. 2026

To be indicated in the Perpetual Index:
under the subjects:

PARTICIPANTS SCHOOL IMPROVEMENT PLAN

PPRD/CPR/Ilo/PaxSIP
July 29, 2026



PPRD260325