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

11 NOV 2026

DIVISION MEMORANDUM
No. 497, s. 2026

PREPARATION AND SUBMISSION OF THE MEDIUM-TERM SCHOOL IMPROVEMENT PLAN (SIP) 2026-2028

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

1. In reference to DepEd Order No. 44, s. 2015, titled "*Guidelines on the Enhanced SIP process and the SRC,*" and in line with Regional Memorandum No. 923, s. 2026, titled "*Preparation of School Improvement Plan*", all public schools are hereby directed to submit one (1) hardcopy of their Medium-Term School Improvement Plan (SIP) 2026-2028 to the Records Section for assessment and evaluation on or before December 11, 2026.

2. The prescribed SIP template, together with the Division's Strategic Directions and Targets, which shall serve as the basis for the preparation of Gap Analysis Template, Annual Implementation Plan (AIP), and other SIP-related materials, may be accessed through this link: https://tinyurl.com/SIP-VC-2026. The draft or initial soft copy of the SIP shall likewise be uploaded through the same link. The relevant templates are also attached to this Memorandum for reference.

3. All required annexes supporting Chapters 1–4 shall be submitted in a separate folder with labeled tab dividers, organized according to the respective chapters and annex numbers for easy identification and reference.

4. Graphs and tables supporting the discussion in Part 2 – School's Current Situation shall not be embedded in the main body of the SIP. Instead, these shall be presented as annexes, properly labeled and appropriately referenced in the corresponding discussion.

5. For further information and inquiries, all concerned may contact the Planning Officer thru mobile number 09175428838.

6. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
11 NOV 2026
RELEASED
BY

VILMA D. EDA, CESO V
Schools Division Superintendent

SGOD/RQR/GPC

Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
(077) 604-49-44 / (077) 632-05-33
vigan.city@deped.gov.ph
www.depedvigancity.com

SCHOOL IMPROVEMENT PLAN (SIP)
(Name of School)
SY 2025-2026 to SY 2027-2028

I. DepEd Vision, Mission, and Core Values Statement

Vision

We dream of Filipinos who passionately love their country and whose values and competencies enable them to realize their full potential and contribute meaningfully to building the nation.
As a learner-centered public institution, the Department of Education continuously improves itself to better serve its stakeholders.

Mission

To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where:

- *Students learn in a child-friendly, gender-sensitive, safe, and motivating environment*
- *Teachers facilitate learning and constantly nurture every learner*
- *Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen*
- *Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners.*

Core Values

Maka-Diyos,
Makatao,
Makakalikasan
at Makabansa

II. School's Current Situation

1. Enrolment

   It has a total enrolment of 316 of which 162 are males and 154 are females. The school's enrolment has been increasing from school year 2024-2025 up to the present.

2. Health and Nutritional Status

   The school is a recipient of the DepEd's school-based feeding program wherein 16 are severely wasted and 34 are wasted with a total of 50 beneficiaries this school year 2026-2027.

3. Learners' Materials

   Learners' Materials in all subject areas in Grades 1 to 6 are complete, 25 in Grade 1, 30 in Grade 2, ... with a total of 350.

4. Teachers Professional Development

   Three (3) out of 15 teachers have finished their masteral degrees and seven have masteral units. Five of them attended trainings in English, four in Science, eight in Mathematics and one Filipino.

5. Funding Source

   School fund generally comes from the MOOE. Other sources are from donations from PTA and other stakeholders such as/ amounting to...

6. School Awards and Recognition

   For the past 3 years, the following are the awards received by the school:

Title	Rank	Date	Category of Awardees	Level	Award-giving Body
A. Journalism					
B. Science					
C. Sports					
....					

7. Drop Out Rate
8. Promotion Rate
9. Literacy
10. Numeracy

11. Child Friendly Survey

12. Stakeholders' Participation

13. Learner Teacher Ratio

14. Learner Classroom Ratio

15. Learner Toilet Ratio

There are 15 toilets which are enough to accommodate all the 350 learners. This meets the standard ratio of 40:1 while maintaining an acceptable cleanliness level of comfort rooms.

16. Learner Seat Ratio

17. Stakeholders Accomplishment

The construction of one Dap-ayan is done. Repair and painting of the five classrooms are finished.

18. Ancillary Services

III. Planning Worksheet

PRIORITY IMPROVEMENT AREAS	GENERAL OBJECTIVES	ROOT CAUSES	TIME FRAME		
			S.Y. 2026-2027	S.Y. 2027-2028	S.Y. 2028-2029

IV. Monitoring and Evaluation

Midyear: October Year

Year-End: March Year

NAME OF PROJECT	PROJECT OBJECTIVES AND TARGETS	PROPOSED DATE OF MONITORING	ACCOMPLISHMENTS/ STATUS TO DATE	ISSUES/ PROBLEMS/ CHALLENGES	RECOMMENDATIONS/ ACTION POINTS	SIGNATURE OF SPT AND PT LEADER

NAME OF PROJECT	PROJECT OBJECTIVES AND TARGETS	PROPOSED DATE OF MONITORING	ACCOMPLISHMENTS/ STATUS TO DATE	ISSUES/ PROBLEMS/ CHALLENGES	RECOMMENDATIONS/ ACTION POINTS	SIGNATURE OF SPT AND PT LEADER

ANNEX 3 Gap Analysis Template

SCHOOL IMPROVEMENT PLANNING

GAP ANALYSIS TEMPLATE

REGION: _____

DIVISION: _____

DISTRICT: _____

BARANGAY: _____

SCHOOL: _____

Instruction: Use the matrix on the next page as a guide in assessing the gap between your Division Targets (A) and school performance (B). In particular, you can fill out the matrix by answering the following questions for each Division Target:

B1. Data needed – What data do we need to assess our school performance against this Division Target?
B2. Currently contributing – Is our current school performance contributing to the attainment of this Division Target? How is it contributing or not contributing? Explain.
B3. Inhibiting Factors – If contributing, what are the factors that prevent us from contributing further to this Division Target? If not contributing, what are the factors that prevent us from contributing to this Division Target? Include the most pressing needs or problems from available data.
B4. Projects implemented – What school projects being implemented are geared towards the attainment of this Division Target? If no such projects are being implemented, leave it blank.
B5. Groups that require attention – Are there groups in our school that require specific attention concerning the attainment of this Division Target? (e.g., considering gender, socio-economic status, ethnicity).

_____

DATE ACCOMPLISHED

ANNEX 3 Gap Analysis Template

A. DIVISION TARGETS	B. SCHOOL PERFORMANCE						
	B1. DATA NEEDED	B2. CURRENTLY CONTRIBUTING		B3. INHIBITING FACTORS		B4. PROJECTS IMPLEMENTED	B5. GROUPS THAT REQUIRE ATTENTION
		Yes/ No	Explanation	Facilitating Factors	Hindering Factors		
Sample: Increase of 5% enrolment in the secondary level	Enrolment/ Transition						-
School leaver rate should not be more than 2% for the secondary level and 0% for the elementary level	Dropout Rate						
Completion rate and cohort survival rate not lower than 98% for elementary level and 95% for JHS/SHS	School completion performance for the last 3 years						
NAT performance across subject areas: Elementary: 80% of learners achieving Nearly Proficient Level Secondary: 75% of learners achieving Nearly Proficient Level	NAT result				-		
At least established 2 new partnerships with stakeholders	MOA/ MOU						

ANNEX 3 Gap Analysis Template

A. DIVISION TARGETS	B. SCHOOL PERFORMANCE						
	B1. DATA NEEDED	B2. CURRENTLY CONTRIBUTING		B3. INHIBITING FACTORS		B4. PROJECTS IMPLEMENTED	B5. GROUPS THAT REQUIRE ATTENTION
		Yes/ No	Explanation	Facilitating Factors	Hindering Factors		
5 localized policies adapted from research studies conducted; 40 research studies per year	Number of teaching and non-teaching personnel with completed research from last year's data						
OTHERS:							

IDENTIFICATION OF PRIORITY IMPROVEMENT AREAS

REGION: _____
DIVISION: _____
DISTRICT: _____
BARANGAY: _____
SCHOOL: _____

Directions: From the Gap Analysis, identify the improvement areas and accomplish the matrix.

Rubrics

CRITERIA	DESCRIPTION	SCALE
Strategic Importance	The number of areas that will benefit when the improvement area is addressed	5 – Very High 4 – High 3 – Moderate 2 – Low 1 – Very Low
Urgency	The urgency or need to improve the area as soon as possible	
Magnitude	The number of learners that will benefit when the improvement area is addressed	
Feasibility	The degree to which the improvement area is within the school's mandate	

INTERPRETATION	
4.50 – 5.00	Very High Priority
3.50 – 4.49	High Priority
2.50 – 3.49	Moderate Priority
1.50 – 2.49	Low Priority
1.00 – 1.49	Very Low Priority

IMPROVEMENT AREAS	STRATEGIC IMPORTANCE	URGENCY	MAGNITUDE	FEASIBILITY	AVERAGE	INTERPRETATION

PLANNING WORKSHEET

REGION: _____
DIVISION: _____
DISTRICT: _____
BARANGAY: _____
SCHOOL: _____

Directions:

- From the Priority Improvement Area (PIA) Template, and accomplish the matrix below
- General Objectives should specify measurable targets
- Conduct Root Cause Analysis on the identified priority improvement areas

PRIORITY IMPROVEMENT AREAS	GENERAL OBJECTIVES	ROOT CAUSES	TIME FRAME		
			S.Y. 2026-2027	S.Y. 2027-2028	S.Y. 2028-2029

ANNUAL IMPLEMENTATION PLAN (AIP)
SY 2026-2027

REGION: _____
DIVISION: _____
DISTRICT: _____
BARANGAY: _____
SCHOOL: _____

School Improvement Project Title	Project Objective	Output of the Year	Activities	Persons Responsible	Schedule/ Venue	Budget per Activity	Budget Source