

**RELEASED**

BY: *[Signature]* No: 418  
DATE: 20 MAY 2024 TIME: 4:28



**UNNUMBERED MEMORANDUM  
SGOD-UM-05/20/2024/FPC**

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Division Appraisal Committee Members  
Division Appraisal Committee Technical Team  
All Others Concerned

**FROM:** *[Signature]*  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

**SUBJECT: ADVISORY ON APPRAISAL OF THE SCHOOL IMPROVEMENT  
PLAN (SIP) FOR SY 2023 – 2028**

**DATE:** May 20, 2024

1. In line with Division Memorandum No. 254. S. 2024, re: Appraisal of the School Improvement Plan (SIP) for SY 2023 – 2028, and with the Unnumbered Memorandum dated May 13, 2024, re: Addendum to Division Memorandum No. 254, s. 2024 which contains the information on the scheduled orientation meeting of the DAC Members and DAC Technical Team, this office informs that the new schedule for the said meeting is on May 28, 2024, at 2:00 PM at the SGOD Office.
2. The topics to be discussed are the following:
  - Term of reference of the DAC Members and DAC Technical Team Members
  - The timeline for submission, appraisal, and approval of SIP
  - The SIP appraisal tool
  - Process Flow of the Submission, Appraisal and Approval of SIP
3. Travel and other incidental expenses shall be charged to the local funds subject to the usual accounting and auditing rules and regulations.
4. For immediate dissemination, information, and compliance.