



April 6, 2016


DIVISION MEMORANDUM

No. 171, s. 2016

**DEMONSTRATION OF BASIC EDUCATION PLANNING SYSTEM
(BEPS)/SIP TRAINING PREPARE PHASE**

**To: Assistant Superintendents
Division Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads**

1. Attached is Unnumbered DepED Memorandum, dated April 4, 2016, entitled, "**Demonstration of Basic Education Planning System (BEPS)/SIP Training Prepare Phase.**"
2. Traveling expenses shall be chargeable against **local school MOOE Funds**, while expenses for hotel accommodation, meals and snacks and other incidental expenses shall be chargeable against **BEST Funds**, subject to the usual accounting and auditing rules and regulations.
3. This Memorandum serves as participants' Authority to Travel.
4. Immediate dissemination of and compliance with this Memorandum is directed.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 414-7457
Accounting Section: (032) 254-2632
Disbursing Section: (032) 255-4401
Admin/Legal: (032) 253-7847

Website : www.depedcebuprovince.com

E-mail Add : depedcebuprovince@yahoo.com



DEPARTMENT OF EDUCATION

OFFICE OF THE ASSISTANT SECRETARY
FOR GOVERNANCE AND OPERATIONS **URGENT**

MEMORANDUM

OM-GO-2016-GOA- 073

Venue: Quest Hotel and Conference
Center, Archbishop Reyes Ave., Cebu
City, Cebu

TO: Region Director of Region VII
Schools Division Superintendents of Bohol, Cebu and Cebu City
Director of Planning Service
Director of Bureau of Human Resources and Organizational
Development (BHROD)
Chief of School Effectiveness Division - BHROD
Chief of Organizational Effectiveness Division - BHROD

FROM:  JESUS L.R. MATEO
Assistant Secretary

SUBJECT: Demonstration of Basic Education Planning System (BEPS)/
SIP Training: Prepare Phase

DATE: April 04, 2016

Pursuant to the previous memorandum on the Demonstration of the Proposed Basic Education Planning System in Region 7, school heads of the demonstration schools from Region 7 are invited to a two-day (2) day live-in SIP Training (Prepare Phase), which will be held in Cebu City on April 7-8, 2016. In preparation for the workshop, school heads of the demonstration schools are requested to accomplish their data collection template (Annex 1A of the Enhanced SIP Guidebook/ D.O. 44 Series of 2015) as part of the workshop's pre-work.

Please refer to Attachments 1-2 for the list of expected participants and indicative program designs.

Accommodation, training materials and food will be shouldered by BEST. Travelling expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

To ensure the smooth flow of activities, you are hereby requested to observe the following:

1. Send the confirmation of attendance to Mr. Jeric Llanto of the School Effectiveness Division at email bhrod.sed@deped.gov.ph or telefax (02) 633-5397 on or before April 5, 2016.
2. Accommodation starts at 2:00 PM on April 6, 2016 (Wednesday), and first meal to be served is dinner while last meal is dinner on April 8, 2016.
3. Register at the conference venue on or before 8:00AM on April 7, 2016.
4. For inquiries and other concerns, contact Mr. Dexter N. Pante of SED- BHROD at telephone number (02) 633-5397 or via email address bhrod.sed@deped.gov.ph

Thank you for your continued support.

List of Participants

I. Central Office

- a. School Effectiveness Division-BHROD (4)
- b. OED (2)
- c. Planning Service (4)

II. Schools (school heads of the following)

a. Division of Bohol

- 1. Tabunoc ES
- 2. Calape CES
- 3. San Jose NHS
- 4. Inabanga North IS
- 5. Tangcasan ES
- 6. Alburquerque CES
- 7. Cangawa NHS
- 8. Canangcaan IS
- 9. Sagasa ES
- 10. Alicia CES
- 11. San Roque NHS
- 12. Cataban IS

* b. Division of Cebu

- 1. Panas ES
- 2. Consolacion ES
- 3. Tabuelan NSH
- 4. Bitoon Vocational HS
- 5. Catmon IS
- 6. Cubong ES
- 7. San Fernando ES
- 8. Jujan NHS
- 9. Badian NHS
- 10. Pasol Pugalo IS
- 11. Liburon ES
- 12. Balamban ES
- 13. Calape NHS
- 14. San Remigio HS
- 15. Argawanon IS

c. Division of Cebu City

- 1. Lahug ES
- 2. Pito-os NHS
- 3. Abellana NHS
- 4. Mabini IS
- 5. Don Vicente Rama Memorial National
- 6. Tejero NHS
- 7. Ramon Duterte MNHS
- 8. Sirao IS
- 9. Guadalupe ES
- 10. City Central NHS
- 11. Cebu City Don Carlos A. Gothong MNHS
- 12. Pamutan IS

III. SIP Trainers

- a. MARIA CRISTINA ROBLES, Principal, Navotas National HS
- b. FLORDELIZA SAMBRANO, Chief of HRDD, Region VII
- c. MARCIAL DEGAMO, Chief of FTAD, Region VII
- d. SYLVIO SABINO, Education Program Supervisor, Regional Office VII
- e. MARYCAMEL GARCIA, Principal, Dimiao NHS
- f. MAURINE CASTANO, Master Teacher, Dr. Cecilio Putong NHS
- g. JEANYLETTE AYSON, Principal, Cangawa NHS
- h. DIODORA GABITO, Education Program Supervisor, Division of Bohol

Attachment 2

SIP Training (Prepare Phase)
April 7-8, 2016

DAY 1 (April 7, 2016) Prepare Phase

Session	Guide Questions	Start	End	Activity
Preliminary Activities	What is the training for? What should participants expect? What is planning for?	8:00	8:30	Registration
		8:30	8:45	Opening Ceremonies National Anthem, Opening Prayer, Welcome Remarks
		8:45	9:00	Leveling off on the BEPS and the Demonstration Activity
		9:00	9:30	Expectation Setting
		9:30	9:45	Training Objectives
		9:45	10:00	Schedule/Storyline
		10:00	10:10	Workshop Agreements
		10:10	11:10	Activity: The Perfect School*
		11:10	11:30	Processing: SIP Mindset
		11:30	11:50	Rationale and Overview
		11:50	12:00	Breakout Guidelines
		12:00	12:00	Lunch
Prepare for SIP Development	What preparatory activities are needed at the beginning of the SIP cycle?	13:00	13:10	Energizer: Test your Observation Skills
		13:10	14:10	1.1: Gather and Organize Data/ Introduction to School Community Data Template
		14:10	14:25	1.2: Form SPT
		14:25	14:45	1.3: Convene the SPT for Orientation, Vision sharing, & Scheduling
		14:45	15:00	Snack Break
Identify and Analyze PIAs	How do schools determine their priority improvement areas and school objectives?	15:00	15:40	2.1: Present school data Gap Analysis Template Activity: List down initial improvement areas*
		15:40	16:40	2.2: Identify/ review PIAs Activity: Using the PIA prioritisation rubrics*
		16:40	17:40	3.1: Set general objectives Activity: Setting objectives*
		17:40	17:50	3.2: Organise project team

Session	Guide Questions	Start	End	Activity
		17:50	18:00	Announcements

DAY 2 (April 8, 2016) Plan and Act Phase

Session	Guide Questions	Start	End	Activity
Analyze School Processes	How do schools get feedback from learners and stakeholders?	8:00	8:15	Recap of Day 1
		8:15	9:15	Activity: Dinner Challenge* 3.3: Listen to the voice of the learners and other stakeholders
		9:15	10:15	3.4: Analyse school processes Activity: Analyzing the school process*
		10:15	10:30	Coffee Break
Select Area of Focus	How do schools find areas of improvement in their current processes? How do schools determine the root cause of the problem related to the priority improvement area?	10:30	10:40	Energizer: Keep Asking Why
		10:40	11:10	3.5: Select area of focus
		11:10	12:00	3.6: Do root cause analysis Activity: Finding the root cause*
		12:00	13:00	Lunch
Plan Phase	How do schools form solutions and convert these into project designs? How do schools write their SIP and AIP?	13:00	13:35	Step 4: Review general objectives & targets
		13:35	13:50	Step 5: Formulate solutions
		13:50	14:20	Step 6: Develop project designs Activity: Developing project designs*
		14:20	14:40	Step 7: Write SIP
		14:40	15:00	Step 8: Write AIP
		15:00	3:15	Coffee Break
Act Phase	How do schools test and rollout their solutions? How do they check the progress of their AIP? How do schools communicate their progress and needs to their stakeholders?	3:15	3:25	Energizer: Matchstick puzzle
		3:25	3:40	Step 9: Test the solution/s
		3:40	3:55	Step 10: Rollout the solution/s
		3:55	4:10	Step 11: Check progress of AIP
		4:10	4:20	Energizer: Pass the message
		4:20	5:05	Communicating to Stakeholders
		5:05	5:15	Announcements