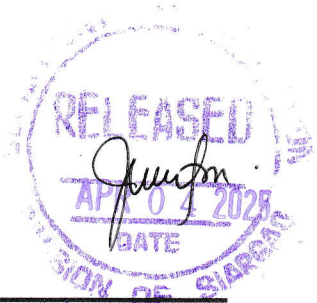




Republic of the Philippines  
**Department of Education**  
CARAGA REGION  
**SCHOOLS DIVISION OF SIARGAO**



**Office of the Schools Division Superintendent**

April 2, 2025

**DIVISION MEMORANDUM**

No. **04-11**s. 2025

**REORIENTATION ON DO 44, s. 2015 AND DEVELOPMENT OF THE ENHANCED SCHOOL IMPROVEMENT PLAN (E-SIP) FOR SY 2025-2028**

To: Assistant Schools Division Superintendent  
Functional Division Chiefs  
Curriculum Implementation Division (CID) Personnel  
School Governance and Operations Division (SGOD) Personnel  
Office of the Schools Division Superintendent (OSDS) Personnel  
Elementary and Secondary School Heads  
All concerned  
This Division

1. The Enhanced School Improvement Plan (ESIP) is a 3-year strategic plan that serves as the blueprint for achieving quality education by systematically identifying school needs and implementing strategic interventions.
2. The current cycle of the ESIP ends in April 2025 which indicates that schools shall develop a new ESIP before the School Year 2025-2026 begins.
3. Apropos, a capacity building on ESIP development among school administrators is essential to deepen their understanding of the policy geared toward comprehensive development and effective implementation of ESIP.
4. Hence, a reorientation on DepEd Order 44, 2015 and development of the ESIP for School Year 2025-2028 shall be conducted on the following dates:

Date	Venue
April 7-8, 2025	Siargao Island Convention Center, Dapa, Surigao del Norte
April 21-22, 2025	
May 15-16, 2025	

5. In preparation for the ESIP development, all schools shall prepare updated data (SRC, School-Community Data, etc.) that shall be used in the accomplishment of the templates and in the planning stage as deemed necessary.
6. The Division Appraisal Committee (DAC), which shall check, review, and ensure schools develop and produce quality and comprehensive ESIPs, shall be composed of the following:
  - a. Assistant Schools Division Superintendent
  - b. CID Chief



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- c. SGOD Chief
  - d. Public Schools District Supervisor
  - e. Division Accountant
  - f. Division Budget Officer
  - g. Division M&E Focal/SBM Coordinator
  - h. Division Planning Officer
  - i. Division ESIP Focal
7. District-based presentation of outputs (Annexes) shall be conducted by DAC on the following dates:

District	Date
Burgos	April 23, 2025
Dapa East	April 24, 2025
Dapa West	April 25, 2025
General Luna	April 28, 2025
Pilar	April 29, 2025
Numancia East	April 30, 2025
Numancia West	May 2, 2025
San Benito	May 5, 2025
San Isidro	May 6, 2025
Sapao	May 7, 2025
Socorro East	May 8, 2025
Socorro West	May 9, 2025

*\*The PSDS/DIC shall set the venue/host school within the district for the presentation*

8. The DAC shall also schedule the appraisal of the draft ESIPs and Annual Implementation Plans (AIPs) for SY 2025-2026 per district on the following dates at the Division Teachers' Training Center:

District	Date
Burgos	May 19, 2025
Dapa East	May 20, 2025
Dapa West	May 21, 2025
General Luna	May 22, 2025
Pilar	May 23, 2025
Numancia East	May 26, 2025
Numancia West	May 27, 2025
San Benito	May 28, 2025
San Isidro	May 29, 2025
Sapao	May 30, 2025
Socorro East	June 2, 2025
Socorro West	June 3, 2025

*\*No meal shall be served for the school administrators scheduled for ESIP presentation*





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9. In the interest of time, there shall be **no change of schedule** per district within the indicative dates abovementioned unless otherwise rescinded in a separate memorandum.

10. All expenses incurred in the conduct of the activity shall be proportionally charged against **School MOOE** subject to the existing accounting and auditing rules and regulations. For the implementing schools, the following shall be charged in the same fund source through over-the-counter payment in the division cashiering unit:

SCHOOL TYPE	AMOUNT
Implementing Units (IUs)	P3,857.93

11. Participants in this activity are the ESIP Division Appraisal Committee(DAC), all school heads (SHs), program management team (PMT), and the public schools district supervisors/district in-charge (PSDS/DIC). For reference, please see Enclosure 1.

12. Attendance and participation in the scheduled activities of all school heads and PSDSs shall be **strictly enforced** and **NO PROXY** shall be sent in lieu of the identified participant's absence.

13. All personnel involved shall prepare and secure approved locator slips/travel orders indicating the dates as scheduled.

14. For concerns regarding the activity, please contact directly the Division ESIP Focal, Mr. Reiner S. Oraliza through [siargaopru@gmail.com](mailto:siargaopru@gmail.com).

15. For immediate dissemination to, guidance, and strict compliance of all concerned.

**MANUEL O. CABERTE**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl: As stated

Reference: As stated

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

ESIP STRATEGIC PLAN

SGOD/rsoraliza

04/02/25



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Enclosure 1. List of Participants, PMT Members, and Facilitators

Name	Position
1. Manuel O. Caberte	SDS
2. Roel T. Diamante	ASDS (DAC Chair)
3. Gemna G. Pobe	Chief ES (DAC Co-Chair)
4. Harem L. Taruc	Chief ES (DAC Co-Chair)
5. Joselito Tokong	EPS/Facilitator
6. Fernando A. Dones, Jr.	EPS/Facilitator
7. Reiner S. Oraliza	SEPS/Focal/Facilitator
8. Aquino D. Garcia	SEPS/Facilitator
9. Isagani B. Calidguid	Planning Officer/Facilitator
10. Francis Albert Golo	Supply Officer/Facilitator
11. Louella G. Villegas	Budget Officer/Facilitator
12. Maricris O. Sulapas	Accountant III/Facilitator
13. Luz Sandra R. Fernandez	EPS/Facilitator
14. Regemie A. Alburo	PSDS/Facilitator
15. Rolly R. Sapuras	PSDS/Facilitator
16. Kathleen M. Jornales	PSDS/Facilitator
17. Jesette J. Dolar	Principal II/Facilitator
18. Esmaela Dianne M. Piao	HT I/ Facilitator
19. Marvic Castronuevo	Principal III/Facilitator
20. Ferosana D. Tesiorna	SEPS/PMT
21. Lowela B. Espanto	EPSp II/PMT
22. Louwyn Espejon	EPSp II/PMT
23. Juvy C. Arezza	Nurse II/PMT
24. Pilarita Pomoy	Nurse II/PMT
All Elementary and Secondary School Heads	
All PSDSs/DIC (DAC Members)	
<i>*The PSDSs/DIC shall attend the activity in <b>Day 4 only (April 22)</b> for the Capacity Building on ESIP Appraisal together with other DAC members</i>	