



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



Office of the Schools Division Superintendent

August 15, 2025

DIVISION MEMORANDUM

No. **08-245**, 2025

**TURNOVER OF THE ENHANCED SCHOOL IMPROVEMENT PLAN (E-SIP) FOR
SCHOOL YEAR 2025-2028 TO THE SUCCEEDING SCHOOL HEAD**

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Public Schools District Supervisors (PSDSs)
Elementary and Secondary School Heads
This Division

1. This office, through the Planning and Research Unit, issued the Division Memorandum No. 04-119, s. 2025 on the conduct of the reorientation on the Enhanced School Improvement Plan (ESIP) for SY 2025-2028 crafting, covering four phases including capacity building on the evaluation and appraisal of the 3-year strategic plan.
2. Thereafter, intensive provision of technical assistance (TA) on the development of ESIP to the school administrators was carried to ensure alignment of the plans with the strategic direction of the division and of the department as a whole. Thus, it is expected that schools have already draft ESIPs that will be reviewed and appraised by the Division Appraisal Committee (DAC).
3. To ensure immediate and smooth transition period following the recent movement of the school heads and Public Schools District Supervisors (PSDSs), this office directs all the affected school heads to turnover the ESIP for SY 2025-2028, either draft or final copies, to the succeeding school heads prior to reporting to new school assignments.
4. In addition, PSDSs are mandated to ensure the immediate turnover of the ESIP and other pertinent documents necessary in school management and operations before clearing the school heads of their obligations.
5. 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:
STRATEGIC PLAN ESIP SCHOOL MANAGEMENT

SGOD/rsoraliza
08/15/25



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