



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



Office of the Schools Division Superintendent

September 1, 2025

DIVISION MEMORANDUM

No. 09-261s, 2025

**FINAL PRESENTATION, CRITIQUING, AND APPRAISAL OF THE ENHANCED
SCHOOL IMPROVEMENT PLANS (ESIPs) FOR SY 2025-2028**

To: Assistant Schools Division Superintendent
Division Appraisal Committee (DAC)
Functional Division Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads
All concerned
This Division

1. All public secondary and elementary school heads in this division are hereby informed of the schedules of final presentation, critiquing, and appraisal of Enhanced School Improvement Plans (E-SIP) for SY 2025-2028 which shall be conducted by the Division Appraisal Committee (DAC) composed of the following:

- a. Assistant Schools Division Superintendent
- b. CID Chief
- c. SGOD Chief
- d. Assigned Public Schools District Supervisor (PSDS)
- e. Division Accountant
- f. Division Budget Officer
- g. Division M&E Focal/SBM Coordinator
- h. Division Planning Officer
- i. Division ESIP Focal

2. The district-based presentation of outputs shall be conducted on the following dates starting 8:00AM until 5:00PM at the Division Teachers' Training Center:

Date	District
September 8, 2025/ Morning	Socorro East/West
September 9, 2025/Morning	Dapa East
September 9, 2025/ Afternoon	Dapa West
September 10, 2025/Morning	Sapao
September 10, 2025/Afternoon	Pilar
September 11, 2025/Morning	San Isidro
September 11, 2025/Afternoon	General Luna
September 12, 2025/Morning	Burgos/San Benito
September 12, 2025/Afternoon	Numancia



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3. In the interest of time, there shall be **no change of schedule** per district within the indicative dates abovementioned unless otherwise reset in a separate memorandum.
4. All school heads shall bring their own laptops and extension wires during the actual presentation. The PSDS assigned in every district is directed to prepare at least one (1) printer and A4 size of papers for the production of final ESIP manuscripts of the schools under his/her supervision.
5. Participants in this activity are the ESIP Division Appraisal Committee(DAC) members and all school heads (SHs).
6. Attendance and participation in the scheduled activities of all DAC members and school heads shall be **strictly required** and **NO PROXY** shall be sent in lieu of a participant's absence.
7. All expenses incurred in this activity shall be charged against local funds subject to existing accounting rules and regulations.
8. All personnel involved shall prepare and secure approved locator slips/travel orders indicating the dates as scheduled.
9. 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
09/01/25