



**DIVISION OF CITY SCHOOLS**

Angeles City

Jesus Street, Pulungbulu, Angeles City


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**RELEASED**

February 20,2017

FEB 20 2017

By   
LEILANI S. CUNANAN, CESO VI  
Division Office of the Schools Division Superintendent

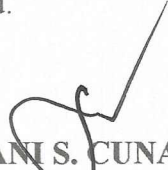
**DIVISION MEMORANDUM**

No. 64 s. 2017

**ADMINISTRATIVE MEETING TO REVISIT THE GUIDELINES ON THE ENHANCED SCHOOL IMPROVEMENT PLANNING (SIP) PROCESS AND THE SCHOOL REPORT CARD (SRC)**

To: OIC-Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public School District Supervisors  
Public Elementary and Secondary Schools Heads/OIC's  
Planning Officer  
SEPS-SMM&E

1. In line with the preparation of the Enhanced School Improvement Plan for SY 2017-2018 to 2019-2020, the Division will conduct an Administrative Meeting on February 22,2017 – 1:30 PM at the Gabaldon Building, Angeles City.
2. The Meeting aims to:
  - a. revisit the guidelines on the Enhanced School Improvement Planning Process and the School Report Card
  - b. ensure that “preparatory activities” and “assess phase” are already being implemented
  - c. finalize the date for monitoring of “plan phase”
3. Participants of this activity are the following:
  - OIC-Assistant Schools Division Superintendent
  - Chiefs, CID and SGOD
  - Education Program Supervisors
  - Public School District Supervisors
  - Public Elementary and Secondary Schools Heads/OIC's
  - Planning Officer
  - SEPS-SMM&E
4. All expenses to be incurred in this activity shall be charged against Division MOOE / Training funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.

  
**LEILANI S. CUNANAN, CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent