



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

REHIYON V—BICOL

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

**ADVISORY 2**

February 19, 2024

DM No. 305, s. 2023 re: (ORIENTATION-WORKSHOP ON THE PREPARATION OF STRATEGIC PLAN: SCHOOL IMPROVEMENT PLAN (SIP) SYS 2023-2028)

**Additional Instructions and Specific Schedule for the School Improvement Plan 2023-2028 Appraisal**

This is to inform all school heads of the additional instructions and specific schedule on the Appraisal of the School Improvement Plan 2023-2028:

1. School heads and members of the Division Appraisal Committee are expected to be in the venue before the start of the presentation. For East and South Districts with more than eight schools, the appraisal will start at 8:30 and end at 3:45 p.m.

Time	March 5, 2024	March 6, 2024	March 7, 2024	March 8, 2024	March 12, 2024
8:30 – 9:00			Balatas NHS		San Isidro NHS
9:05 – 9:35	DDAES	NCS II	Balatas ES	SCNHS	San Isidro ES
9:40 – 10:10	NCS I	NC SPED Center	JBMES	Mabolo HS	DMIACS
10:15 – 10:45	RVMES	Cararayan NHS	MMES	Mabolo ES	SRESSC
10:50 – 11:20	Carolina NHS	Tinago NHS	Tinago CS	Tabuco CS	Pacol ES
11:25 – 11:55	LQMHS	Calauag ES	CGES	Triangulo ES	Yabu ES
11:55 – 1:00	LUNCH BREAK				
1:00 – 1:30	CSNHS	CPNHS	DRES	JRES	Panicuason ES
1:35 – 2:05		NCSHS	VCES	Sabang ES	TMES
2:05 – 2:35		NCSAT	VGHS	SCES	MRES
2:40 – 3:10			DRHS		Carolina ES
3:15 – 3:45					Grandview ES

2. School Heads are requested to download and print nine (9) copies of the SIP Appraisal Checklist before the scheduled presentation using this link: <https://bit.ly/3urDkRI>
3. Host school must prepare Certificate of Appearance for the presenters and members of the Division Appraisal Committee.
4. One (1) hardcopy of the **School Report Card** must be submitted on the scheduled date of presentation if it is not attached in the submitted SIP draft.
5. No teacher shall be disturbed from their actual teaching duty for this purpose.
6. Expenses such as transportation and meals relative to the activity shall be charged to School MOOE funds while transportation of the members of the Division Appraisal Committee shall be charged to Division MOOE subject to government accounting and auditing rules and regulations.

Compliance with this Advisory is desired.



  
**SUSAN S. COLLANO CESO V**  
Schools Division Superintendent



✉ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur  
☎ 0981 630 0070  
✉ [naga.city@deped.gov.ph](mailto:naga.city@deped.gov.ph)

