



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Bldg., Sudlon, Lahug, Cebu City



September 7, 2019

DIVISION MEMORANDUM

No. 537, s. 2019

TWO-DAY LIVE-IN E-SIP ORIENTATION ROLLOUT DRY-RUN OF THE SESSION GUIDES AND ROLLOUT FLOW FOR THE DISTRICT TRAINERS

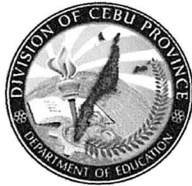
TO : Assistant Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
District Supervisors/OICs
Public Elementary and Secondary School Heads
All Other Concerned

1. In preparation for the simultaneous district rollout of E-SIP Orientation, a dry-run of session guides and rollout flow on **September 11 – 12, 2019 at Ecotech Center, Lahug, Cebu City** is organized by this Office through the Division Planning Team.
2. The dry-run aims to prepare all the trainers and staff in the rollout of the 2019 E-SIP District Orientation on **September 16 – 20, 2019 in the district levels**. It will likewise prepare the trainer-facilitators to address salient issues and concerns concerning E-SIP adjustment preparation in school levels.
3. **Participants** to the said activity are the trained trainer-facilitators last **July 2019**, session guides writers, members of the Division Planning Team, Division Monitoring Team and other staff of the E-SIP Rollout.
4. Participants shall bring laptop, extension cords, and other computer accessories necessary in the training. Each district team shall bring the enhance E-SIP sample of the identified schools in the district. Please bring also report on the district E-SIP readiness of schools relative to completeness of all data and records necessary for the rollout using the E-SIP readiness checklist.
5. Facilitators of the dry-run are expected to be at the venue in the afternoon of September 10, 2019 for the final briefing and shall extend their stay until September 13, 2019 for the incorporation of the feedbacks during the dry-run.
6. Travelling expenses, registration fee of Three Thousand Pesos (**P 3, 000. 00**) are chargeable against local/school MOOE funds, while expenses for the training facilitators

and Division staff for the accommodation and food are chargeable against training/division MOOE funds subject of the usual accounting and auditing rules and regulations.

7. **This Memorandum serves as Travel Authority of all the participants.**
8. Immediate dissemination and strict compliance of this Memorandum is enjoined.


RHEA MAR A. ANGTUD, Ed. D.
Schools Division Superintendent



E-SIP Data Readiness Checklist

Document/Tool/Data/ Activity	Complete/ Done	Incomplete/ Not Done	Remarks
Preparatory Activities			
➤ Prepare for SIP Development			
➤ Gather and organize the necessary data			
➤ Form the SPT			
➤ Convene the SPT for orientation, vision sharing, and scheduling			
Assess			
• Identify/Review Priority Improvement Areas			
➤ Present and discuss the information gathered during the preparatory activities			
➤ Identify/Review the Priority Improvement Areas			
• Analyze the Priority Improvement Areas			
➤ Set General Objectives			
➤ Organize the Project Teams			
➤ Listen to the voice of the learners and other stakeholders			
➤ Analyze the school process			
➤ Select Area of Focus			
➤ Do Root Cause Analysis			
➤ Present Root Cause to SPT			
Plan			
• Review General Objectives and Targets			
• Formulate Solutions			
• Develop Project Designs			
• Write the School Improvement Plan			
• Prepare the Annual Improvement Plan			
Act			
• Test the Solutions			
• Roll Out the Solutions			
Monitoring & Evaluation			
Annexes/Templates/Data Gathering Instruments			
• School Community Data Template			
• Child Mapping Tool			
• Child Friendly School Survey			
• Child Protection Policy Implementation Checklist			
• Student-led School Watching and Hazard Mapping			
• Gap Analysis Template			
• Priority Improvement Area Template			
• Planning Worksheet			
• Data Analysis Instruments (WHY-WHY, Problem Tree, Fishbone, SWOT)			
• Project Work Plan and Budget Matrix			
• eSRC Template			
• SMEA Results			
• Other Data Mining Instruments			

ESIP OUTPUT/DATA PREPARATION CHART

School _____
 District _____
 SHead _____

	PREPARATORY ACTIVITIES	ASSESS	PLAN	ACT	M & E/A
Data Gathering, Organization & Validation					
• eSchool Report Card v.80					
• School Community Data Template					
• School Monitoring & Evaluation Adjustment - Report					
• Child Mapping Template					
• Child Friendly School Survey					
• Child Protection Policy Implementation Checklist					
• Student-led School Watching & Hazard Mapping					
ASSESS & PLAN ACTIVITIES					
Gap Analysis Template					
Priority Improvement Area Template					
Data Analysis Templates					
Planning Worksheet					
Project Plan and Budget Matrix					
SIP Writing Template					
SIP M&E Template					
SIP Rapid Assessment & QA Tool					
M & E Template					
Annual Improvement Plan					
Annual Work and Financial Plan					
School Operating Budget					
Annual Procurement Plan					
IMPLEMENTATION CYCLE/ACT PHASE					
Solution Try-Out					
Solution Roll-Out					
Progress Monitoring					
M & E Assessment/Adjustment					

School Planning Team (SPT)
 Project Team