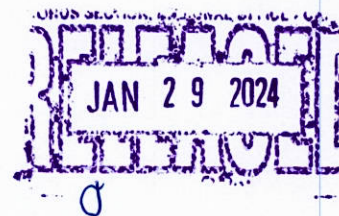




Republic of the Philippines
Department of Education
CARAGA REGION



January 29, 2024

REGIONAL MEMORANDUM

No. 0063, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

MONITORING ON THE IMPLEMENTATION OF SCHOOL IMPROVEMENT
PLANS (SIP) AND SCHOOL REPORT CARD (SRC)

1. The School Improvement Plan (SIP) and the School Report Card are important elements of the Department of Education's (DepEd) School-Based Management (SBM) thrust. In the spirit of shared governance, the school with its stakeholders collaboratively prepares the SIP after a thorough analysis of their school and learner situation. Likewise, the SRC is vital in SBM for it serves as a communication and advocacy tool to inform the stakeholders of the school's status and to encourage and inspire them to take an active role in planning, managing, and improving the school.

2. Anent, there will be monitoring on the implementation of School Improvement Plan (SIP) and School Report Card (SRC) on the following indicative dates and SDOs:

Divisions	Dates	RFTATs
Team A	February 12-19, 2024	Team Leader: Alejandro P. Macadatar Members: Elizabeth Ysulan Elan Elpidang Elena Capangpangan Maria Ruth Edradan Ma. Consuelo Jamera Caroline L. Guerta Edmund D. Mendoza <i>(Any 1-2 members from the team depending on the availability.)</i>
Agusan del Norte		
Cabadbaran City		
Dinagat Islands		
Siargao		
Surigao City		
Surigao del Norte		
Team B	February 12-19, 2024	Team Leader: Jonathan F. Garzon Members: Marlyn Villareal Marigold C. Silao Josephine Chonie Obsenares Celsa M. Cataluna Maripaz F. Magno Rhea Yparraguirre Kevin Hope Salvana <i>(Any 1-2 members from the team depending on the availability.)</i>
Agusan del Sur		
Bayugan City		
Bislig City		
Butuan City		
Surigao del Sur		
Tandag City		

3. The activity aims to:
- document patented practices and challenges from among the sample schools as regard implementation of the SIP and SRC;
 - record alignment of school projects, activities, and programs to the MATATAG Agenda;
 - track the status of accomplishment of the school projects using the **Project Monitoring Report Form** as indicated in DepEd Order 44, s. 2015 attached as Enclosure 1.
 - provide feedback to school management, School Governance Council (SGC) and other stakeholders the findings of the monitoring; and
 - provide technical assistance when necessary.
4. Schools Division Offices (SDOs) shall identify and select schools as follows: One complete elementary school, One central school, One last mile school, One integrated school, One Junior High School and One SHS Stand Alone.
5. SDOs are enjoined to select the sample schools which are geographically clustered to facilitate ease of travel and to cover the time allotment.
6. Actual visit to the schools shall be done; thus, the school head together with select stakeholders are invited to be present.
7. Travelling expenses and per diem of the RO monitors shall be charged to the Regional MOOE while those coming from the SDOs and schools may charge to their respective local funds subject to the usual accounting and auditing rules and regulations.
8. For appropriate action.

MARIA INES C. ASUNCION
Director III
Officer In-charge
Office of the Regional Director

Encl/s.: AS STATED
Reference/s: DO 44, S. 2015
To be indicated in the Perpetual Index
under the following subjects:

SIP SRC MONITORING TECHNICAL ASSISTANCE

FTAD/apm
01/29/2024

PROJECT MONITORING REPORT FORM

School: _____ School Head: _____
 District: _____ Contact Number: _____
 Division: _____ Email Address: _____
 Date: _____

Instructions to the Monitor:

1. The template below shall be filled-out by the school before the coming of the monitors.
2. Upon arrival, the monitor shall validate the entries by conducting interview and FGD.
3. Track the status of accomplishment of the school projects using the **Project Monitoring Report Form** as indicated in DepEd Order 44, s. 2015.

Part I: Project Monitoring Report Form

Name of Project	Project Objectives & Targets	Date of Monitoring	Accomplishments/ Status to Date	Bottlenecks/Lags/ Issues/Concerns	Recommendations/ Action Points	Signature of SPT and Project Team Leader
To be filled by Project Team					To be discussed by SPT and Project Team	

Part II: Answer the following questions briefly.

1. What are your patented emerging practices as regards the implementation of the SIP?

2. What are the SIP projects aligned to MATATAG Agenda
 MA - _____
 TA - _____
 TA - _____
 G- _____
3. What are your challenges as regards the implementation of the SIP and SRC?

4. What type of technical assistance do you need from the higher office to ensure proper implementation of SIP and SRC? Please specify.

Prepared by:

Monitored by:

School Head

Regional Monitor

Monitoring Tool on the Implementation of School Report Card

School: _____ School Head: _____
District: _____ Division: _____
Contact Number of School Head: _____ Email Address: _____
Date of Monitoring: _____

Please check the answer as regards the implementation of School Report Card (SRC).

Indicators	Yes	No	Remarks
1. Have you implemented the School Report Card (SRC) in your school? <i>If YES, what type of SRC do you have?</i> <i>Check all that applies.</i> ____ Brochure ____ Booklet ____ Tarpaulin			
2. Have you presented your SRC to stakeholders during school meetings and assemblies? <i>If YES, how often in a year?</i> _____			
3. Have you posted your SRC in school or Division websites, bulletin boards, and in other public areas?			
4. Have you allocated space in the School Journal or Newsletter for SRC updates?			
5. Have you reproduced enough copies for distribution to the general public?			

Give at least 3 most relevant answers.

What are the bottlenecks, lags, issues and gaps have you experienced in the implementation of the SRC?

Prepared by:

Monitored by:

School Head

Regional Monitor