



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

July 21, 2023

Division Memorandum
No. 222 s. 2023

Matrix of the Crafting and Approval of 2023-2028 School Improvement Plan (SIP)

TO : Assistant Schools Division Superintendent
CID & SGOD Chiefs
PSDSs, PIC, Elem and Secondary School Heads
All Others Concerned

1. This Office through the Planning and Research Unit is informing the field on the schedules of crafting and approval of the 2023-2028 School Improvement Plan (SIP).
2. This Memorandum aims to reiterate the schedules for the schools to accomplish the SIP on time. Teachers who are involved in the SIP crafting shall be given service credits considering that they worked during the vacation period.
4. Attached is the Matrix of SIP crafting and approval while the materials and the SIP template can be accessed through this link: <https://bit.ly/SIP2028Templates>
5. Immediate dissemination of this memorandum is desired.

for: [Signature] 7/24/2023
GAUDENCIO C. ALIBE JR., PhD, CESO IV
OIC, Schools Division Superintendent



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Matrix of Schedules of SIP Crafting and Approval

ACTIVITY	DATES	PERSON INVOLVED
SIP Crafting	July 2023	School Heads, SPT
District SIP Approval	August 1-16	District Head, Elem School Head, Secondary School Head, Editor
Division SIP Approval	August 17-31	M&E SEPS, PO, P&R SEPS, SGOD Supervisor, SGOD Chief, ASDS, SDS