



Republic of the Philippines  
Department of Education  
Region V  
SCHOOLS DIVISION OF SORSOGON

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March 26, 2021

**DIVISION MEMORANDUM**

No. 63 s. 2021

**1-DAY REVISITING OF SCHOOL IMPROVEMENT PLAN (SIP) IN THE CONTEXT OF  
COVID -19 PANDEMIC**

To: Assistant schools Division Superintendent  
Public Schools District Supervisors/ OIC-PSDS's  
of Castilla, Donsol and Pilar  
SEPS SM-M & E  
Elementary School Heads of Castilla, Donsol and Pilar  
District ALS Coordinators of Castilla, Donsol and Pilar

1. Relative to the Project KCiE: Keeping Children In-School, Bringing Back to Education the Out-of-School of Educo, a 1-day Revisiting of School Improvement Plan (SIP) in the context of Covid-19 Pandemic will be conducted on April 13, 2021 in Legazpi City.
2. The activity aims to enhance capacity of the participants in planning for school level SIPs for S.Y. 2021-2022.
3. School heads are requested to bring their SIPs, AIPs and other related documents. Attached is the basic communication and the schedule with the list of expected participants.
4. The venue, meals and materials will be shouldered by Educo, while travel and other incidental expenses of the participants will be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. Adherence to IATF minimum health and safety standards and protocol in the conduct of the activity is a must. Participants are encouraged to bring their own ballpen, water container and other personal stuff as preventive measure against the spread of the virus.
6. For information, compliance and guidance.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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Balogo Complex, Brgy. Balogo, Sorsogon City, Sorsogon 4700  
Landline: (056) 421-5415  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)

23 March 2021

**DR. JOSE L. DONCILLO**  
Schools Division Superintendent  
Department of Education (DepEd) Sorsogon Division

To: ASOB Bernie  
Please handle this  
2/24/21

Dear Dr. Doncillo;

We hope this letter finds you well.

Foremost, our sincere appreciation for the strong partnership with Educo in the implementation of projects towards safe, quality and inclusive education in our partners schools in Sorsogon. This year, we will continue supporting DepEd Sorsogon Division especially to the 11 districts in Castilla, Pilar and Donsol through the **Project KCiE: Keeping Children In-School, Bringing Back to Education the Out-of-School**. This project aims to provide safe learning environment, alternative learning options, and adequate distant learning support to learners under Educo's program areas of interventions towards learning continuity.

Relative to this project, Educo will organize a **1-day Revisiting of School Improvement Plan (SIP) in the Context of Covid-19 Pandemic**. May we invite the **Chief of the SGOD in-charged of SBM-SIP, 11 PSDSs, 11 District ALS Coordinators and 102 School Heads** to participate in this activity. Please see attached schedule and expected participants. This activity aims to enhance capacities of the participants in revisiting and enhancing SIP in the context of Covid-19 pandemic; and to plan the school-level enhancement of SIPs for SY 2021-2022. We request the participants to bring their AIPs, SIPs and other related documents.

Should you have queries or any clarifications, please contact the undersigned at mobile number 09063489427/09214643213 or email address at [rosemarlene.coraza@educo.org](mailto:rosemarlene.coraza@educo.org).

We look forward to your favorable response.

Thank you and more power!

Sincerely,



**ROSE MARLENE T. CORAZA**  
Area Team Leader – Sorsogon

Noted by:



**JAYPEE L. MAPULA**  
Area Program Coordinator

APPROVED:



**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent

**ACTIVITY: 1-day Capacity Enhancement with PSDS and School Heads on SIP Crafting in the Context of Covid-19 Pandemic**

BATCH	DISTRICT	DATE	VENUE	PARTICIPANTS
1	Castilla East District, Castilla, Sorsogon	April 13, 2021 (Tuesday)	AVP Catering, Legazpi City	3 PSDSs, 3 DALs Coordinator, School Heads of : Bagalayag ES, La Union ES, Milagrosa ES, Monte Carmelo ES, Oras ES, San Isidro ES, San Rafael ES, Castilla East CS
	Castilla West District, Castilla, Sorsogon			Amomonting ES, Mayon ES, Maypangi ES, Miluya ES, Rosal ES, Salvacion ES, San Roque ES, Sogoy ES, Maracabac ES, Cumadcad CS
	Castilla South District, Castilla, Sorsogon			Burabod ES, Loreto ES, Dinapa ES, Tomalaytay ES, Saclayan ES
2	Pilar I District, Pilar, Sorsogon	April 13, 2021 (Tuesday)	La Piazza Hotel, Legazpi City	4 PSDSs, 4 DALs Coordinator, School Heads of : Binanuahan ES, Marifosque ES, Guiron ES, Inapugan ES, Lipason ES, Lumbang ES, Palaypay ES, Provenir ES, San Antonio ES, San Rafael ES, Sta. Fe ES, Tinago ES, Pilar I CS
	Pilar II District, Pilar, Sorsogon			Abucay ES, Bayasong ES, Cabiguan ES, Comapo-capo ES, Danlog ES, Leona ES, Lourdes ES, Migabod ES, Naspi ES, Pinagsalog ES, Pocol ES, Pudo ES, Millabas ES, Pilar II CS
	Pilar III District, Pilar, Sorsogon			Salvacion ES, Bantayan ES, Cagbacong ES, Dapdap ES, Del Rosario ES, Esperanza ES, Esmerada ES, Inang ES, Malbog ES, Mercedes ES



	Pilar IV District, Pilar, Sorsogon			Banuyo ES, Cagdongon ES, Calongay ES, Mabanate ES, San Jose ES, Abas ES, Lungib ES, Tingco ES
3	Donsol East I, Donsol, Sorsogon	April 13, 2021 (Tuesday)	Lotus Blu Hotel, Legazpi City	4 PSDSs, 4 DALs Coordinator, School Heads of : Alin ES, Banban ES, Banuang Gurang ES, Baras ES, Bayawas ES, Cristo ES, Gogon ES, Gura ES, Mabini ES, Nagalon ES, RAwis ES, San Antonio ES, San Isidro ES, San Ramon ES, San Vicente ES, Sevilla ES, tres Maria ES, Bandi ES, Dancalan ES, Gimagaan ES, Girawan ES, Juan Adre ES, Orange ES, Pangpang ES, PAwala ES, San Jose ES, San Rafael ES, Sibago ES, Suguian ES, Sta. Cruz ES, Tagbac ES, Tinanogan ES, Vinisitahan ES, Donsol West CS
	Donsol East II, Donsol, Sorsogon			
	Donsol West I, Donsol, Sorsogon			
	Donsol West II, Donsol, Sorsogon			

*NOTE/REMINDER: The venue, meals and materials will be shouldered by Educo. Further, adherence to IATF minimum health and safety standards and protocol in the conduct of this activity is a must. Thus, Educo will ensure that the necessary measures are in place. We also encourage participants to bring their own ballpen, water container and other personal stuff as preventive measure against the spread of the virus.*

