



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
Region X

**DIVISION OF MISAMISORIENTAL**

**Cagayan de Oro City**

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Division Memorandum  
No. \_\_\_\_\_ S, 2014

TO: Public Schools District Supervisors  
Elementary, Secondary School Heads

FROM: CHERRY MAE L. LIMBACO, Ph. D., CESO V  
Schools Division Superintendent

SUBJECT: SUGGESTED FORMAT OF REVISED SCHOOL IMPROVEMENT PLAN

Date: August 7, 2014

1. Please be informed of the suggested format of the Revised School Improvement Plan.
2. All schools in this Division are advised to do the necessary adjustment in the preparation of the Revised School Improvement Plan.
3. Immediate dissemination of this Memorandum to all concern is desired.

**Suggested Format of School Improvement plan**

**A. Commitment with SGC signatures**

Introduction  
Community Profile  
School Profile  
School community Planning Team

**B. Revised School Improvement Plan**

***I. Vision, Mission, and Core Values***

***II. Objectives and Targets***

- General Objectives
- Specific Objectives
  - \* Access
  - \* Quality
  - \* Governance

***III. Situational Analysis***

- a. Situation of the children /learner
- b. Environmental Scanning
  - \* Strength VS Weaknesses
  - \* Opportunity VS Threats
  - \* SWOT Analysis

***IV. Strategies:***

- \* Access
- \* Quality
- \* Governance

***V. Action Plan***

- \* Access
- \* Quality
- \* Governance

***VI. Monitoring and Evaluation***

***VII. Signatures:***

Prepared by: SH

Reviewed and attested by: PSDS, ES-DA, CID-Chief Designate

Recommending Approval: ASDS

Approved by: SDS

**C. ANNEXES:**

- School Organization
- GPTA Officers
- SPG Officers
- Barangay Officials
- Teachers Organization
- Pupils' Enrolment – Male, Female- Total – (3 years back)
- NAT result -(3 years back)
- Performance Indicators-(3 years back)
- Pictures of School Activities ( Optional )
- School property inventory
- School Development Plan
- Land Title/ Tax Declaration