

RECORDS



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF ILIGAN CITY
Aguinaldo St., Poblacion, Iligan City



DIVISION MEMORANDUM

No. 21, s. 2016

To: School Governance and Operations Division
Curriculum Implementation Division
District Supervisors/ In-charge
Heads, Public Elementary and Secondary Schools

Subject: **PREPARATION OF PERTINENT DATA FOR THE ENHANCED SCHOOL IMPROVEMENT PLAN (ESIP) AND SCHOOL REPORT CARD**

Date: January 25, 2016

1. Pursuant to DepEd Order No. 44, s. 2015, **re: GUIDELINES ON THE ENHANCED SCHOOL IMPROVEMENT PLANNING (ESIP) PROCESS AND THE SCHOOL REPORT CARD (SRC)**, public elementary and secondary schools are hereby directed to prepare the following:

School-Community Data Template (Annex 1A)
Child Mapping Tool (Annex 1B)
Child-friendly School Survey (Annex 2A)
Child Protection Policy Implementation Checklist (Annex 2B)
Student-led School Watching and Hazard Mapping (Annex 2C)
School Report Card Summary of Information (Annex 11)
Basic School Report Card Template (Annex 12A)

2. These documents shall be filled out religiously by the School Heads together with teams of teachers/staff. The School-Community Data Template (Annex 1A) and School Report Card Summary of Information (Annex 11) will be brought by the School Heads during the Division Roll-out on ESIP on the second week of February 2016. Please see attached enclosures for the complete set of documents or you may download DepEd Order No. 44, s. 2015 at www.deped.gov.ph.

3. District Supervisors/In-charge, Education Program Supervisors of the Curriculum Implementation Division and SGOD SEPS shall monitor the reproduction and compliance of these documents by the School Heads.

4. For inquiries and clarifications, you may refer to the SGOD SEPS (SMM&E) Roberto D. Napere Jr., Ph.D at the SGOD Office or send email at ronap713@gmail.com.

5. For your guidance and compliance.


RANDOLPH B. TORTOLA, CESO VI
Schools Division Superintendent

RDN/2016