



Republic of the Philippines

Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

November 8, 2021

DIVISION MEMORANDUM

NO. 398, s. 2021

To: Assistant Schools Division Superintendents
Chief, Curriculum and Implementation Division
Chief, School Governance and Operations Division
Elementary and Secondary School Heads
All Concerns

REORIENTATION – WORKSHOP FOR THE PREPARATION OF 2022 ANNUAL IMPROVEMENT PLAN

1. This Office through the School Governance and Operations Division and School Management Monitoring and Evaluation Section will facilitate the conduct of Reorientation – Workshop for the Preparation of 2022 Annual Improvement Plan on December 13 – 15, 2021 via online platform.

2. The activity generally aims to assist and recapacitate the school heads in developing the school's 2022 Annual Implementation Plan based on the identified priority needs of schools and institutional goals and policies.

It specifically aims to:

- a. Reorient school heads on the crafting of Annual Implementation Plan based on DepEd standard template;
- b. Review on the process of AIP Quarterly Progress Monitoring; and
- c. Craft 2022 Schools' Annual Implementation Plan.

3. Participants to this reorientation-workshop are all the Elementary and Secondary School Heads. Confirmation of attendees shall be done thru the link <https://tinyurl.com/ConfirmationAIP2022> until December 3, 2021.

4. Expenses relative to the conduct of this activity will be charged to the HTRD fund subject to usual accounting and auditing rules and procedures.





5. Should there be any concern, you may contact Ms. Maria Belen Mojica, SEPS - SMME and Ms. Kristine G. dela Rosa, EPS - SMME thru the email addresses: mariabelen.mojica@deped.gov.ph and kristine.gener@deped.gov.ph

6. Immediate dissemination of this Memorandum is highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

KGdR/ DM 398 s. 2021
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Attachment No. 1 to Division Memorandum No. 398 s. 2021 titled *Reorientation – Workshop for the Preparation Of 2022 Annual Improvement Plan*

Program Matrix/ Design		
DAY 1 (December 13, 2021) 9:00 am – 12:00 nn		
Date/ Time	Activity	Speaker/ Facilitator
9:00 - 9:20	Preliminaries National Anthem Invocation DepEd Quality Policy Overview of the Activity	PMT
9:20 – 9:30	Welcome Remarks	DIANA P. TOPACIO Chief, SGOD
9:30 – 9:40	Opening Message	RANDY D. PUNZALAN Assistant Schools Division Superintendent
9:40 – 9:50	Inspirational Message	ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent
9:50 – 10:00	Roll Call	PMT
10:00 - 10:15	Health Break	PMT
10:15 – 11:15	Key Performance Indicator alignment to Annual Improvement Plan Status ng AIP Implementation based on SMEA Reorient school heads on the crafting of Annual Implementation Plan based on DepEd standard template	Reniel Patrick S. Tejidor Planning Officer III Maria Belen C. Mojica SEPS – SMME Kristine G. Dela Rosa EPS II - SMME



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11:15 – 11:45	Open Forum	PMT
11:45 – 12:00	Instruction for Asynchronous session (accomplishment of output) Accomplishment of evaluation link	PMT
DAY 2 (December 14, 2021) 8:00 am – 5:00 pm		
8:00 – 5:00	Crafting of 2022 School's Annual Implementation Plan	Asynchronous
DAY 3 (December 15, 2021) 1:30 pm – 4:00 pm		
1:30 – 1:45	Preliminaries	PMT
2:00 – 3:00	Presentation of output and critiquing	SMME and Planning Sections
3:00 – 3:10	Health break	
3:10 – 4:00	Continuation of presentation of output and critiquing	SMME and Planning Sections
4:00	Closing Program Accomplishment of evaluation link	PMT



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