



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF ANGELES CITY



11 Nov 2022

DIVISION MEMORANDUM

No. 413 , s. 2022

**DIVISION TRAINING- WORKSHOP OF DIVISION SCHOOL HEADS ON THE
PREPARATION OF ENHANCED SCHOOL IMPROVEMENT PLAN (E-SIP) OFFICE
PERFORMANCE COMMITMENT REVIEW FORM (OPCRF) AND SCHOOL PROGRAM
IMPLEMENTATION REVIEW (SPIR)**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance Operations Division
OIC-Chief Education Supervisor, Curriculum Implementation Division
Unit Heads
Concerned School Heads

1. Please be informed on the conduct of the Division Training-Workshop of School Heads on the Preparation of Enhanced School Improvement Plan (E-SIP), Office Performance Commitment Review form (OPCRF) and School Program Implementation Review (SPIR) on November 15-16, 2022 at Redd Manor Condotel Dolores Heights Subd. Dolores, City of San Fernando Pampanga.
2. The objectives of the training are:
 - a. to provide deeper knowledge on the importance of E-SIP, OPCRf and School Program Implementation Review;
 - b. to determine the expected outputs on OPCRf aligned to SPIR; and
 - c. to align the ESIP, OPCRf and SPIR.
3. Participants to this training are all school heads, assistant principals and public schools district supervisors.
4. All participants are requested to bring laptop and extension cord.
5. Enclosed is the Matrix of the Training for reference and guidance.
5. Expenses on meals and venue shall be charged to Division INSET funds subject to accounting procedures and auditing rules and regulations.
6. Immediate and wide dissemination of and strict compliance to this Memorandum is earnestly desired.


MA. IRELYN P. TAMAYO PhD, CESO V
Schools Division Superintendent

Address: Jesus Street, Pulungbulu, Angeles City Telephone No. (045) 322-4101



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To be indicated in the perpetual index
under the following subjects:

PERFORMANCE
PROGRAMS
SCHOOLS
TRAINING PROGRAMS
WORKSHOPS

MEV/SGOD-PAR
11/11/2022

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TRAINING MATRIX

	Time	Activities	Resource Person/ Facilitator
November 15,2022	8:00-8:30	Arrival/ Registration of Participants	HRD Unit
	8:30- 9:00	Opening Program	
	9:00 - 9:30 9:30- 12:00	Orientation on ESIP and OPCRf	Fernandina P. Otchengco PhD Asst. Schools Division Superintendent
			Maria Leonora E. Vinoya SEPS- PAR
			Marilou Q. Castro Planning Officer
	12:00 -1:00	Lunch Break	
November 16,2022	1:00 -5:00	Workshop on the Preparation of ESIP and OPCRf	Fernandina P. Otchengco PhD Asst. Schools Division Superintendent
			Maria Leonora E. Vinoya SEPS- PAR
			Marilou Q. Castro Planning Officer
	8:00-8:30	Registration	
	8:30-8:45	Management of Learning	HRD Unit
	8:45 -9:00	Healthy Break	
	9:00 -12:00	School Program Implementation Review <i>(formerly known as SMEA)</i>	Fernandina P. Otchengco PhD Asst. Schools Division Superintendent
			Glenn P. Sarmiento SEPS- SMME
	12:00-1:00	Lunchbreak	
	1:00 -3:00	Workshop on the Identification of Expected MOVs on OPCRf aligned to SPIR	Fernandina P. Otchengco PhD Asst. Schools Division Superintendent
			Glenn P. Sarmiento SEPS- SMME

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	3:00-4:00	Ways Forward	
	4:00-5:00	Closing Program	