Appraisal of the School Improvement Plan (SIP)

After finalizing the SIP, the school shall now prepare for the submission of their SIP to the Division Appraisal Committee, which in turn will endorse to the Schools Division Superintendent for approval.

1. SIP Appraisal

The SIP appraisal is one major activity that shall be done by a committee who will look into the contents of the SIP to make sure that quality standards are met. While this committee is tasked to ensure the quality of the SIP, its major consideration is to look on the important parts rather than focus on the technical aspects, e.g. grammar, coherence, etc.

The Committee shall check on the accuracy of the data, consistency of the activities to the objectives of the plan, and how the school will implement the plan. It shall also take note of the technical assistance that would be provided to help the schools improve their SIPs.

2. Appraisal Committee

The committee who will appraise the SIP at the division level shall be called Division Appraisal Committee (DAC). The members of the DAC shall come from the Division Field Technical Assistance Team (DFTAT); if none, the members can be taken from the existing group that checks and reviews the SIPs of the schools.

For big divisions, the committee may contextualize the appraisal process to fit in their respective unique situations. Below is a suggested composition of the Committee:

a. Assistant Schools Division Superintendent
b. School Governance and Operations Division – Chief
c. Curriculum and Instruction Division – Chief
d. Public Schools Division Supervisor
e. Representative from Finance Division
f. Division SBM Coordinator
g. M&E Focal Person/Planning Officer

Note: The composition of the team shall comprise of at least seven (7) members. It has the option to add more members as deemed necessary. If more members are added, make sure that the total number is still an odd number to prevent voting deadlocks.

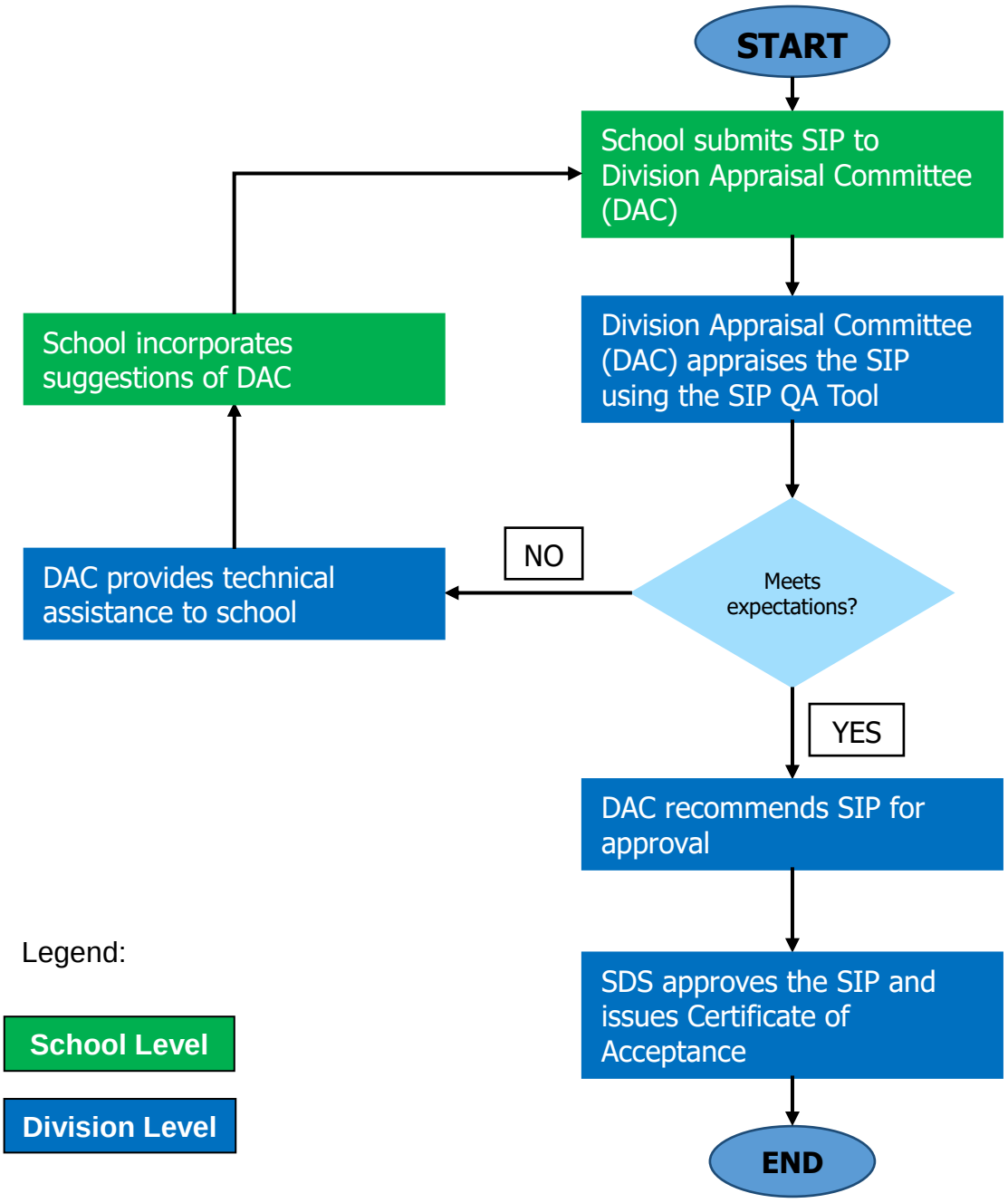
3. Appraisal Process

The SIP appraisal shall be done using the SIP Quality Assessment (QA) Tool. This tool shall be used by DAC to check if the SIPs meet the quality standard. The DAC shall provide some points for improvements to further improve the SIP - which may be a section, chapter, or total revision. Specific revisions must be cited in the "remarks" column of the QA Tool to guide the school heads on the improvements that must be done in their respective SIPs. If none, words of appreciation must be written as well in the remarks column to inform the schools that they did a good job in crafting their SIPs.

4. Approval of the SIP

If the DAC approves the SIP, it shall submit the SIP to the SDS for approval and issuance of certificate of acceptance/ approval to the schools.

SIP Appraisal Process Flow



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Appraisal of the School Improvement Plan (SIP). Issued by Department of Education, Memorandum of November 27, 2018 (NCR RM 13, s. 2019).

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