DEPARTMENT OF EDUCATION
School Improvement Plan (SIP) Quality Assessment (QA) Tool
SY_____ to SY_____

School ID: _____ School Name: _____ School District _____
Name of School Head: _____ Schools Division Office: _____
Date of SIP Submission: _____ Date of SIP appraisal: _____

The **SIP Quality Assessment Tool** is a tool that you will use to assess the quality of the School Improvement Plan (SIP) based on the rubrics per characteristic. The rubrics below will guide you in assessing whether the SIP meets quality standards. It does not intend to compare achievement of schools, but the degree of meeting the criteria of a good SIP; and it creates a common framework for assessing SIPs.

Instructions: Put a check mark (✓) on the box before the rubric that fits the SIP you are assesing. You may refer to the documents specified per characteristic to ensure the quality of the SIP you are assessing. Lastly, in the remarks column, **specify actions** that the school head and the SPT must take **to improve the SIP** (section or chapter), if any; and **words of appreciation if they did a good job**.

CHARACTERISTICS	REFERENCES	RUBRICS						REMARKS
		Below Expectation		Meets Expectation		Exceeds Expectation		
Chapter 1: Clarity and completeness of discussion on DepEd VMV	Minutes of the meeting NOTE: This document should contain names of attendees, records of dicussion on vision sharing activity, and roles and responsibilities.		The chapter simply states the DepEd VMV.		The chapter clearly articulates the SPT's understanding of the VMV and their aspirations for the school and learners; and states their roles and responsibilities that will contribute to the attainment of the school goals where all members collaborate.		The chapter clearly stipulates the SPT's understanding of the VMV and their aspirations for the school and learners; and commits to perform their roles and responsibilities for the attainment of the school goals where all members collaborate.	
Chapter 2: Clarity and completeness of discussion on School's CURRENT SITUATION	SCDT Templates (Annexes 1A - 2C) School Report Card Gap Analysis Template (Annex 3) Previous SIP (if applicable)		The chapter presents accurate and updated school and community data but the discussion on its connection to the school's current situation is not clear.		The chapter presents accurate and updated school and community data with clear discussion on its connection to the school's current situation.		The chapter presents accurate and updated school and community data with clear discussion on its connection to the school's current situation, highlighting alarming data that need to be prioritized for improvement.	
Chapter 2: Alignment and Relevance of PRIORITY IMPROVEMENT AREAS (PIAs) to Intermediate Outcomes (IOs)	Prioritization Template/ Rubrics (Annex 4) Planning Worksheet (Annex 5)		The chapter presents PIAs based on the situational analysis, but are not aligned to IOs.		The chapter presents PIAs that are aligned to IOs based on situational analysis; and uses the prescribed rubric.		The chapter presents PIAs that are aligned to IOs based on situational analysis; and uses the prescribed rubric; with concise discussion on why such PIAs were selected.	
Chapter 2: Responsiveness of the GENERAL OBJECTIVES to PIAs	Planning Worksheet (Annex 5)		The chapter presents objectives that are not responsive to PIAs.		The chapter presents "SMART" objectives that are responsive to PIAs.		The chapter presents "SMART" objectives that are responsive to PIAs; and those applicable are aligned with the Division targets.	

CHARACTERISTICS	REFERENCES	RUBRICS						REMARKS
		Below Expectation		Meets Expectation		Exceeds Expectation		
Chapter 2: Feasibility of the TARGETS	Planning Worksheet (Annex 5)		The chapter presents general objectives but does not have annual targets.		The chapter presents general objectives that are broken down into annual targets and aligned with the proposed solutions.		The chapter presents general objectives that are broken down into realistic annual targets and aligned with the proposed solutions.	
Chapter 2: Clarity and completeness of the ROOT CAUSE ANALYSIS (RCA) process	Planning Worksheet (Annex 5) Documentation of Listening to the Voice of Learners and other Stakeholders Root Cause Analysis Diagram (Annex 8)		The chapter presents the root causes but there is no evidence of the RCA process.		The chapter presents the root causes with evidence of the RCA process.		The chapter presents the root causes with evidence of the RCA process, which were thoroughly deliberated by the SPT; and with concise discussion on why such root causes were identified.	
Chapter 3: Appropriateness of the major activities in the identified SOLUTION(s)	Project Workplan and Budget Matrix (Annex 9)		The chapter presents the major activities for each project but do not address the root cause/s.		The chapter presents major activities for each project that address the root cause/s; which are within the school's control, economical, sustainable, and with support and commitment from the process owners.		The chapter presents major activities for each project that address several root causes; which are within the school's control, economical, sustainable, and with support and commitment from the process owners.	
Chapter 3: Comprehensiveness of the ANNUAL IMPLEMENTATION PLAN (AIP)	Project Workplan and Budget Matrix (Annex 9) Annual Implementation Plan (Annex 10) OPCRF		The AIP has incomplete data and information.		The AIP has complete data and information with activities supporting the attainment of the school objectives		The AIP has complete data and information with activities supporting the attainment of the school objectives and is aligned with the OPCRF.	
Chapter 4: Completeness of the MONITORING PLAN	Project Monitoring Report Form (PMRF)		The chapter presents incomplete monitoring plan.		The chapters presents a monitoring plan using the PMRF with the following information: project name, objectives and targets, and schedule of monitoring for the year of implementation.		The chapters presents a monitoring plan using the PMRF with the following information; project name, objectives and targets, and schedule of monitoring for the year of implementation, with reporting and feedback mechanism to stakeholders.	

APPRAISER (SIGNATURE OVER PRINTED NAME)

NASH Reviewer

About this copy

School Improvement Plan (SIP) Quality Assessment (QA) Tool. Issued by Department of Education, Memorandum of November 27, 2018 (NCR RM 13, s. 2019).

Every page before this one is unchanged. NASH Reviewer added this page when it shared the file.

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