



Republic of the Philippines  
**Department of Education**  
 REGION IX - ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

DepEd, Division of Zamboanga Sibugay			
<b>RECORD SECTION</b>			
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**Office of the Schools Division  
 Superintendent**

May 11, 2026

**DIVISION MEMORANDUM**

No. 269, s. 2026

**FINAL CALL FOR THE CONDUCT OF TECHNICAL ASSISTANCE IN THE  
 FINALIZATION OF SCHOOL IMPROVEMENT PLAN (SIP) FY 2025–2028**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors (CID and SGOD)  
 Public Schools District Supervisors (PSDSs)/District In-Charges (DICs)  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. Despite repeated directives, intensive mentoring, and various forms of technical assistance provided through digital and telecommunication channels, this Office notes with serious concern the continued non-compliance of several schools in refining their **School Improvement Plans (SIPs)**.
2. This Office has exhausted all administrative and technical means to assist School Planning Teams (SPTs) in addressing the findings reflected in their **Customized SIP Evaluation Sheets**. Consequently, this activity is being organized as a **last recourse** to ensure the immediate completion and formal acceptance of plans.
3. This directive aligns with the **Regional Office's tall order** for the total approval and finalization of all SIPs and Annual Improvement Plans (AIPs). The Regional mandate emphasizes that no school shall be left behind in the institutionalization of evidence-based planning.
4. The primary objective is to provide final, intensive coaching and mentoring to ensure that all pending SIP outputs meet Division and Regional standards for immediate acceptance. Assigned evaluators will be present to facilitate the finalization of these documents during the scheduled period.
5. **Attendance is strictly mandatory.** Identified schools are required to send **two (2) key members** of their School Planning Team (SPT) on their assigned date. Given the urgency of this matter, any failure to attend must be supported by a **written justification** signed by the School Head and addressed directly to the Office of the Schools Division Superintendent.



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Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	February 18, 2026	Page	1 of 5



Republic of the Philippines  
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REGION IX - ZAMBOANGA PENINSULA  
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6. The activity will be held on **May 12–15 and 19, 2026** at the **Division Office Conference Room**.
7. Participants are advised to bring the following:
  - a. Latest copy of the School Improvement Plan (SIP);
  - b. Laptop, extension wire and other necessary working materials; and
  - c. Supporting documents and relevant data for reference.
8. Specific schedules and assigned evaluators for each school are detailed in **Annex A**. Participants are expected to arrive with a **sense of urgency** to ensure their outputs are finalized within the allotted time.
9. Travel and incidental expenses of the participants relative to their attendance in this activity shall be charged against School MOOE/local funds, subject to the usual accounting and auditing rules and regulations.
10. All assigned evaluators are requested to provide appropriate technical assistance and ensure that participating schools are guided toward the finalization and eventual acceptance of their SIPs.
11. For clarifications, please coordinate with the Planning and Research Section via hotline **09608885078**.
12. This Office means business in professionalizing our planning processes and complying with Regional and Central Office directives. **Immediate dissemination of and strict compliance with this Memorandum is directed.**

**VIRGILIO P. BATAN JR., CESO V**  
Schools Division Superintendent

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**Annex A. Schedule of Technical Assistance**

Date	Assigned Evaluator	Schools
<b>May 12, 2026</b> <i>(Tuesday)</i>	Jenifer L. Templado	1. Lower Sulitan ES, Naga
		2. Tumalog ES, Mabuhay
		3. Looc Labuan ES, Tungawan
		4. Salinding IS, Siay
	Mary Joy T. Villa	1. Mamagon ES, Naga
		2. New Sagay ES, Talusan
		3. Gango NHS, R.T. Lim
		4. Sulo NHS, Naga
		5. Fatima ES, R.T. Lim
	Marbejay P. Delos Reyes	1. Baluran ES, Tungawan
		2. Casacon ES, R.T. Lim
		3. Motop ES, R.T. Lim
		4. Remedios ES, R.T. Lim
		5. Loboc ES, Tungawan
	Pearl Joy C. Entana	1. Tigbanuang ES, Tungawan
		2. Tigbucay ES, Tungawan
		3. Tigbungabong ES, Tungawan
		4. Timbabawan ES, Tungawan
		5. Langon NHS, Tungawan
	Alliza C. Dela Cruz	1. Baganipay ES, Talusan
2. Samonte ES, Talusan		
<b>May 13, 2026</b> <i>(Wednesday)</i>	Jenifer L. Templado	1. Ignacio Canoy ES, Kabasalan
		2. Gacbusan ES, Kabasalan
		3. Timuay R.L. Adan PS, Kabasalan
		4. Timulan PS, Kabasalan
	Mary Joy T. Villa	1. Magsaysay ES, R.T. Lim
		2. Surabaya CES, R.T. Lim
		3. Taruc ES, R.T. Lim
		4. Tilasan ES, R.T. Lim
		5. Tiling ES, R.T. Lim
	Marbejay P. Delos Reyes	1. Buluan ES, Ipil
		2. Caparan ES, Ipil
		3. Don Andres ES, Ipil
		4. Makilas ES, Ipil
	Alliza C. Dela Cruz	1. Bulacan ES, Payao
		2. Dalama ES, Payao
		3. Datu Mama ES, Payao
		4. Mt. View ES, Payao
		5. San Vicente ES, Payao
		6. Sumilong ES, Payao
	Pearl Joy C. Entana	1. Gulayon ES, Alicia
2. Kapatagan ES, Alicia		
3. Pandan-Pandan ES, Alicia		



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Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	February 18, 2026	Page	3 of 5



Republic of the Philippines  
**Department of Education**  
 REGION IX - ZAMBOANGA PENINSULA  
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		4. Sta. Maria ES, Alicia
		5. Talaptap ES, Alicia
<b>May 14, 2026 (Thursday)</b>	Jenifer L. Templado	1. Butalian ES, R.T. Lim
		2. Malubal ES, R.T. Lim
		3. San Ernesto ES, R.T. Lim
		4. San Jose ES, R.T. Lim
		5. Taruc ES, R.T. Lim
		6. Sto. Rosario ES, R.T. Lim
	Mary Joy T. Villa	1. Tupilac ES, R.T. Lim
		2. Malubal NHS, R.T. Lim
		3. Fatima ES, R.T. Lim
		4. Sto. Rosario NHS, R.T. Lim
	Marbejay P. Delos Reyes	1. J. Luna PS, Alicia
		2. Lapaz ES, Alicia
		3. Marcelo Baquial Sr. NHS, Malangas
		4. Sanito ES, Ipil
	Alliza C. Dela Cruz	1. Bliss ES, Buug
		2. Lindang ES, Diplahan
	3. Timuay Danda ES, Kabasalan	
	4. Hipolito B. Marcelo Sr. MES, Naga	
Pearl Joy Entana	1. Tampalan ES, Alicia	
	2. Tantawan PS, Alicia	
	3. Danlugan PS, Buug	
	4. Pilar ES, Diplahan	
	5. Canaan ES, Imelda	
<b>May 15, 2026 (Friday)</b>	Jenifer L. Templado	1. Sto. Niño ES, Alicia
		2. Villacastor NHS, Buug
		3. Sampoli-A ES, Diplahan
		4. Jose R. Rapadas Sr. ES, Ipil
	Rechel Capisnon ( <i>on maternity leave</i> )	5. Guinabucan ES, R.T. Lim
		6. Katipunan ES, R.T. Lim
	Mary Joy T. Villa	1. Pantaleon Cudiera NHS, Olutanga
		2. Sta. Clara ES, Naga
		3. Natalia R. Changco ES, Naga
		4. Silingan IS, R.T. Lim
	Rechel Capisnon ( <i>on maternity leave</i> )	5. Siawang ES, R.T. Lim
	Marbejay P. Delos Reyes	1. Kalines ES, Olutanga
		2. Olutanga CES, Olutanga
		3. San Jose ES, Olutanga
		4. Tambanan ES, Olutanga
	Rechel Capisnon ( <i>on maternity leave</i> )	5. Amoran ES, R.T. Lim
Alliza C. Dela Cruz	1. Kauswagan ES, Mabuhay	
	2. Ligaya ES, Mabuhay	
	3. Kahayagan ES, Olutanga	



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		4. San Isidro PS, Olutanga
	Rechel Capisnon ( <i>on maternity leave</i> )	5. Payongan ES, Alicia
	Pearl Joy Entana	1. Guituan ES, Ipil
		2. Zamboanga Sibugay NHS, Ipil
		3. Logdeck PS, Kabasalan
		4. Buhangin Mahaba ES, Olutanga
5. Sagay ES, Talusan		
<b>May 19, 2026 (Tuesday)</b>	Pearl Joy Entana	6. Sawa ES, Mabuhay
		1. Tackling ES, Malangas
		2. Tigabon ES, Malangas
		3. Malangas NHS, Malangas
		4. Gutayan ES, R.T. Lim
		5. Casay PS, R.T. Lim
	Rechel Capisnon ( <i>on maternity leave</i> ) c/o Marbejay P. Delos Reyes	1. Langon ES, Tungawan
		2. Little Margos ES, Tungawan
		3. San Isidro ES, Tungawan
		4. Teras ES, Tungawan
		5. Limanon 2 PS, Tungawan
		6. Sisay NHS, Tungawan
	Vanessa Claire Tablate	1. Malagac ES, Diplahan
		2. Sta. Cruz ES, Diplahan
		3. Bakalan ES, Ipil
		4. Pamansaan PS, Mabuhay
		5. Sto. Niño ES, Mabuhay
		6. Galas ES, Olutanga
		7. Looc-Sapi PS, Olutanga
	Alliza C. Dela Cruz	1. Tambon PS, Payao
2. La Libertad ES, Titay		
3. Ponciano Pagdangan ES, Tungawan		
4. Calon ES, Tungawan		