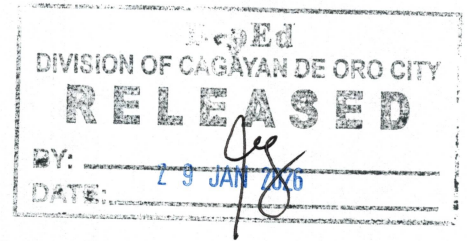




Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



28 Jan 2026

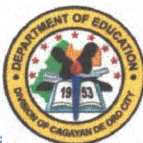
DIVISION MEMORANDUM

No. 89 s.2026

**SUBMISSION OF SOFT COPY OF SCHOOL IMPROVEMENT PLAN (SIP) TO THE
DIVISION REPOSITORY**

TO: Public Schools District Supervisor
SEPS – Planning and Research
Division Planning Officer III
All Public Elementary and Secondary Schools

1. In line with the consolidation, documentation, and archiving of approved **School Improvement Plans (SIPs)**, all schools are hereby directed to submit the soft copy of their respective SIPs to the designated **Division SIP repository link**.
2. The **deadline for submission** of the required documents is on or before **February 13, 2026**.
3. Schools are required to upload the following documents:
 - a. Final and approved School Improvement Plan (SIP) in soft copy; and
 - b. The approved SIP review/approval sheet showing the complete signatures of all required signatories.
4. The review/approved signature sheet shall serve as the basis for the issuance of the **Certificate of Acceptance** of the SIP by the Schools Division Office.
5. Submissions without the complete and duly signed approval sheet shall be considered **incomplete** and **shall not be processed** for the issuance of the Certificate of Acceptance.
6. The repository link and QR code details are the following:
<https://bit.ly/SchoolSIP2628>



Address: Fr. William F. Ivester Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

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7. Public Schools District Supervisors and School Heads are enjoined to ensure compliance with the prescribed deadline and completeness of documents.
8. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
9. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATION

RESEARCH

PLANNING

DM007-SGOD-PR-BASEN submission of soft copy of school improvement plan (sip) to the division repository

January 28, 2026