




Republic of the Philippines
Department of Education
Region IV-A CALABARZON
DIVISION OF QUEZON
Pagbilao



DIVISION NUMBERED MEMORANDUM

No. 215, s. 2017

TO: Public Schools District Supervisors
District SBM Coordinators

FROM: 
MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

SUBJECT: HARMONIZATION MEETING ON DIVISION SCHOOL-BASED
MANAGEMENT PROGRAM

DATE: September 8, 2017

Committed to create healthy working relationship in the field in the implementation of the School-Based Management (SBM) Program in the Division of Quezon, the Monitoring and Evaluation Section under the office of the School Governance and Operations Division (SGOD), will conduct one-day Harmonization Meeting on School-Based Management Program with the District SBM Coordinators on **September 8, 2017, 8:00AM** observing **Juan Time Policy**, at **Sevilla's Farm and Resort**, Brgy. Domoit, Lucena City.

Geared towards the re-focusing of the division standards as to the implementation and evaluation of the program, the activity is likewise aimed at assessing the needs of school districts through a focus group discussion with the participants. It will be directed towards the presentation of relevant issues concerning the SBM including the preparation of the School Improvement Plan (SIP) and sister documents, such as AIP and APP.

Specifically, the activity is guided by the following objectives:

- ❖ To review the Revised SBM implementing Guidelines;
- ❖ To discuss updates on the SBM implementation in the field;
- ❖ To organize the division Technical Working Group for SBM; and
- ❖ To assess the needs of school districts in terms of SBM implementation for division planning.

Anent to this, the participants are instructed to bring the following:

A. **Laptop**

B. **3-year Consolidated District SBM Level of Practice** using the template on the next page.

DEPED QUEZON ICT
UPLOADED BY: Rommel

DATE: 9/15/17 TIME: 11:20 a.m.



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District: _____

School	LEVEL OF PRACTICE					
	SY 2014-2015		SY 2015-2016		SY 2016-2017	
	Numerical Rating	Descriptive Rating	Numerical Rating	Descriptive Rating	Numerical Rating	Descriptive Rating
1.						
2.						
3.						
4.						
5.						

Note: Please include the report of the Secondary Schools

Prepared by:

Noted:

District SBM Coordinator

District Supervisor

C. Send the last **3 years soft copy of the Validation Tool/E-Tool** (*Performance Improvement and DOD*) at depedquezon2017obe@gmail.com

For further queries, please contact the M&E Section at cellphone numbers **09567597390** or **09567598146**.

Immediate and widest dissemination of this memorandum is desired.



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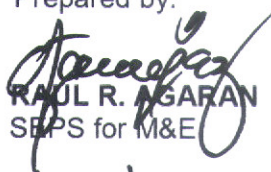


ACTIVITY MATRIX

Harmonization Meeting on Division School-Based Management (SBM) Program
September 8, 2017

Activities	Time	Presenter/Facilitator
I. Registration	7:00-8:00 am	Regina Marino- HRTD
II. Preliminaries (Anthem, Prayer, Attendance)	8:00-8:30 am	Carla Carandang- HRTD
III. Welcome Address	8:30-8:45 am	Merthel Evardome, SDS
IV. Objectives of the Meeting	8:45-8:50 am	Elizabeth de Villa, SGOD Chief
V. Review of the Revised SBM Implementing Guidelines	8:50-9:50 am	Oscar Duma, Jr.- M&E
VI. Focus Group Discussion (SBM Updates and Issues)	9:50-12:00 pm	Raul Agaran- M&E
VII. LUNCH	12:00-1:00 pm	-
VIII. Composition of TWG and Terms of Reference	1:00-2:00 pm	Oscar Duma, Jr.- M&E
IX. Forming the Division SBM TWG	2:00-3:00 pm	Raul Agaran- M&E
X. Needs Assessment	3:00-3:30 pm	Elizabeth de Villa, SGOD Chief
XI. District SBM Action Planning	3:30-5:00 pm	Oscar Duma, Jr.- M&E Raul Agaran- M&E
XII. Dismissal	5:00 pm	-

Prepared by:

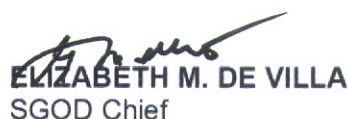

RAUL R. AGARAN
SEPS for M&E


OSCAR R. DUMA, JR.
EPS-II for M&E

Recommending Approval:

NADINE C. CELINDRO
SGOD In-Charge, Assistant SDS

Noted by:


ELIZABETH M. DE VILLA
SGOD Chief

Approved by:


MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent