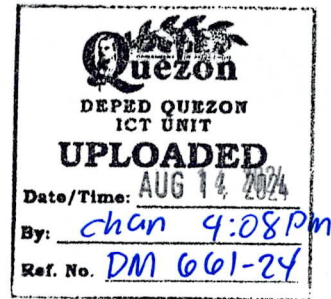




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



13 August 2024

DIVISION MEMORANDUM
 DM No. 661, s. 2024

DESIGNATION OF THE DIVISION SBM COORDINATOR/FOCAL PERSON

To: Assistant Schools Division Superintendents
 Division Chiefs
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 District SBM Coordinators/Focal Persons
 All Others Concerned

- Pursuant to **DepEd Order No. 007, s. 2024** (Policy Guidelines on the Implementation of the Revised School-Based Management System), this Office announces the official designation of the following SMME specialists as the Division SBM Coordinator/Focal Person, effective immediately.

Name	Position/Designation
MICHELLE G. DUMA	Senior Education Program Specialist Division SBM Coordinator/Focal Person
MARY JOYCE P. SALAMAT	Education Program Specialist II Alternate, Division SBM Coordinator/Focal Person

- In relation, they are expected to perform the following duties and responsibilities as per **DepEd Memorandum No. 145, s. 2010** (Roles and functions of Regional/Division School-Based Management [SBM] Coordinators):
 - Acts as the focal person and liaison officer for SBM in the division in relation to SBM implementation.
 - Takes the lead in:
 - gathering accurate and reliable data and analyzing and interpreting the same;

DEPEDQUEZON-TM-SDS-04-009-003



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 Trunkline #: (042) 784-0366, (042) 784-0164,
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- submitting regular annual reports on the status of SBM implementation to the Regional SBM Coordinator; and
 - initiating collaborative meetings with schools and other stakeholders to maintain effective partnerships.
- c. Assist the SDS/ASDS in:
- formulating and implementing the Division Work Plan for technical assistance to the schools;
 - disseminating central, regional, and division SBM initiatives for school improvement;
 - supervising SBM roll-out to ensure compliance with the guidelines and standards;
 - maintaining a data-based system on the schools' degree of manifestation of SBM practice along the different existing dimensions;
 - monitoring the progress of SBM practice degree of manifestation, and giving technical assistance to the schools for schools' continuing improvement; and
 - defining the roles and responsibilities of the Division SBM Task Force.
3. For wide dissemination and information of all concerned.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent
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smemgd8/13/2024

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