

Date: 02-21-13 Time: 11:50 AM
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DEPARTMENT OF EDUCATION
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
City of Malaybalay
Tel no. 813 – 2894; 221 - 4597



February 14, 2013

DIVISION MEMORANDUM

No. 058 s., 2013

**DIVISION ORIENTATION/TRAINING ON THE REVISED SBM GUIDELINES FRAMEWORK, ASSESSMENT
PROCESS AND TOOL (APAT)**

To: Education Program Supervisors/Coordinators Designate
Public Schools District Supervisors
Elementary & Secondary School Heads
Division Unit Heads (Accountant, Planning, Health & Nutrition)
This Division

1. In line with its commitment for the effective implementation of the School Based Management (SBM) in every school, this Office will conduct a Division Orientation/Training on the Revised SBM Guidelines Framework, Assessment Process and Tool (APAT) on March 1, 2013 at LOZAS PAVILION Malaybalay City.

2. The Objectives of this Division Training/Orientation are as follows:


- a. to guide and orient the schools in this Division on the establishment of a school and district SBM task force;
- b. to determine Level of Practice of schools and find collaborative efforts as to improve its level with the local stakeholders;
- c. performs SBM workshop on every indicators/principles in preparation for the documents to be validated.

3. Expected participants are the following:

A. Central District	School Head	E. Far East District	School Head
1. M CCS	1	1. Zamboangita CS	1
2. BCT ES	1	2. Indalasa ES	1
3. Brg.9 ES	1	3. St. Peter ES	1
B. North District		F. West District	
1. Kalasungay CS	1	1. Casisang CS	1
2. Dalwangan ES	1	2. Airport Village ES	1
3. Sumpung ES	1	3. Aglayan ES	1

C. East District		G.Secondary Schools	
1. Linabo CS	1	1. Bukidnon National High School	1
2.Sawaga ES	1	2.Managok National High School	1
3.Managok ES	1	3. Bangcud National High School	1
D. South District		4.San Martin national High School	1
1.Bangcud CS	1	5. Silae National High School	1
2 Sinanglanan/San Martin ES	1	6. Can-ayan Integrated School	1
3. Simaya ES	1	Total	12
		EPS	8
	12	Facilitators	5
		PSDSs	6
		SDS	1
		Unit Heads(Nurse, Planning and Accountant)	3
		TOTAL	47

4. Travelling Expenses of the participants is chargeable to school fund while meals and snacks is charged to Division SBM Support Funds subject to accounting and auditing rules and regulations.
5. The participants are expected to be at the venue **7:30** in the morning on March 1, 2013.
6. Enclosed is the Training Matrix for your reference.
7. Immediate dissemination of this Memorandum is desired.


EDILBERTO L. OPLENARIA
 Schools Division Superintendent

Matrix

Time	Activity/Topic	Facilitator/Incharge
7:00-8:00	Registration	Secretariat c/o Ma. Concepcion S. Reyes Rosie A. Salupado
8:00-8:30	Opening Program <ul style="list-style-type: none"> • Pambansang Awit • Invocation • Bukidnon Kanak Ha Banua • Division City Hymn • Words of Welcome • Presentation of Participants & Facilitators • Message 	Power Point Presentation Ralph T. Quirog Josie D. Zamora EDILBERTO L. OPLENARIA <i>Schools Division Superintendent</i> Emcee: Ana Belen S. Muring, Ph.D. Division Coordinator H.E.
8:30-9:15	Background/Rationale/Methodology of SBM	Noel A. Tan Nery PSDS, West District
9:15-9:30	Health Break	
9:30-10:15	ACCESS & SBM :The Framework	Noel A. Tan Nery PSDS, West District
10:15-12:00	<ul style="list-style-type: none"> • Strategies to Realized ACCES's • Towards School Effectiveness and Community Engagement in Education: The Reform Road Map 	Ralph T. Quirog EPS Designate
12:00-1:00	Lunch Break	
1:00-2:00	Understanding the Planning and M & E Log Frame of SBM/Inventory of Learning	Leticia N. Palle EPS Designate
2:00-3:00	<ul style="list-style-type: none"> • Revised SBM Assessment Tool • DOD 	Josie D. Zamora EPS Designate
3:00-3:15	Health Break	
3:15-4:15	SBM Scoring Matrix	Florina V. Tenorio MT/ Academic Head, BNHS
4:15-4:45	Open Forum on School Data, SBM Support Fund and etc.	To be facilitated by: Rhyssa Cyle C. Rosalejos, CPA Accountant Paul John P. Arias Planning Officer
4:45-5:00	Closing and Giving of Certificate	Ralph T. Quirog