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Date: 7/4/13 Time: 9:49AM
By: [Signature]



DEPARTMENT OF EDUCATION
Region X - Northern Mindanao
DIVISION OF MALAYBALAY CITY
City of Malaybalay
Tel no. 813 - 2894; 221 - 4597



June 14, 2013

DIVISION MEMORANDUM

No. 150 s., 2013

DIVISION ORENTATION PARENTS-TEACHER ASSOCIATION (PTA), SCHOOL GOVERNING COUNCIL (SGC) ROLES AND FUNCTIONS FOR EFFECTIVE IMPLEMENTATION OF THE SCHOOL BASED MANAGEMENT (SBM)

To: Education Program Supervisors/Coordinators Designate
Public Schools District Supervisors
Elementary & Secondary School Heads
School Parents-Teachers Association President
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 One-Day Orientation on Parents-Teachers Association (PTA) School Governing Council (SGC) Roles and Functions for Effective Implementation of the School Based Management (SBM) on July 26, 2013(Friday), 8:00a.m. to 5:00 p.m. at Veranda, Casisang, Malaybalay City.

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


- a. to identify the functions and roles of the members of the Parent Teacher Association as one of the direct stakeholders of the school;
- b. to enhance the Parent Teacher Association as strong partners that will lead to the proper setting or directions in improving the School Based Management Level of Practices;
- c. to ensure that the Parent Teacher Association is part of the school policy making, plans, and be involved in crafting the School Improvement Plan (SIP) for the effective implementation of the School based Management (SBM).

3. Expected participants are the following:

District	PTA President	PSDS	Total
Malaybalay City Central	5	1	6
Malaybalay City North	14	1	15
Malaybalay City South	11	1	12
Malaybalay City West	11	1	12
Malaybalay City East	13	1	14

Malaybalay City Far East Secondary	10	1	11
Bukidnon National High School (Main)	1		1
Annex Dalwangan	1		1
Annex San Jose	1		1
Annex Aglayan	1		1
Annex Kalasungay	1		1
Annex Imbayao	1		1
Annex Casisang	1		1
Bangcud National High School	1		1
Managok National High School (Main)	1		1
Annex Lalawan	1		1
Annex Miglamin	1		1
Silae National High School (Main)	1		1
Annex St. Peter	1		1
San Martin Agro Industrial National High School	1		1
EPS/Coordinators Designates	9		9
SDS	1		1
		Total	94

4. Travelling Expenses of the participants is chargeable to PTA /local Fund while meals and snacks is charged to Division SBM Support Funds subject to accounting and auditing rules and regulations.
5. Public Schools District Supervisors are requested to guide their PTA Presidents to the venue in order to assure attendance of the training/orientation.
6. Enclosed is the Training Matrix for your reference.
7. Immediate dissemination of this Memorandum is desired.


EDILBERT L. OPLENARIA
 Schools Division Superintendent

