



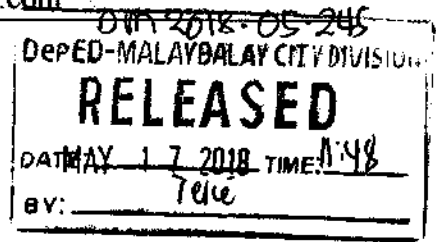
DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
*Purok 6, Casisang, Malaybalay City*

Telefax: 088-314-0094: [depedmalaybalaycity@gmail.com](mailto:depedmalaybalaycity@gmail.com)



**Division Memorandum**

No. 245, s. 2018



To: **LORENZO A. CAPACIO, EdD**  
**EDELINA M. EBORA**  
**ABBA Q. ALLABA**  
**EVERNOLD C. BERAL**  
**LIZA G. BALINONGOG**  
**SONNY M. ROXAS**  
**MARYLAND G. TANDOG**  
**JONATHAN T. DAGAANG**  
**NYMS M. DOCDOCIL**  
**PASTOR P. ABEJUELA**  
**ROMEO T. VALDEZ**  
**LEA R. DABA**  
**MARY FE C. GUMAYAO**  
**BERNA T. BATERIZA**  
**SHARON MAE A. BONGOCAN**  
**SUSAN S. OLANA**

- SGOD Chief
- Division SBM Coordinator
- PSDS
- Principal II, Managok CS
- Principal II, Malaybalay City CS
- Principal I, Casisang CS
- HT III, Tintinaan ES
- HT I, Imbayao ES
- HT I, San Roque ES
- Principal II, Bangcud NHS
- Principal II, Casisang SHS
- Teacher III, Malaybalay City NSHS
- Principal I, Can-ayan IS
- Principal I, New Ilocos ES
- Principal I Magsaysay ES
- Principal IV, Bukidnon NHS

From: **REBONFAMIL R. BAGUIO**  
*Schools Division Superintendent*

Date: May 16, 2018

Subject: **NEW SCHEDULE OF THE ORIENTATION/WORKSHOP ON THE UTILIZATION OF THE MANUALS OF OPERATIONS ON TECHNICAL ASSISTANCE (TA) NEXUS AND CONTEXTUALIZED VERSION OF SCHOOL-BASED MANAGEMENT (SBM)**

1. Pursuant to the Region Memorandum No. 212 s. 2018 dated April 3, 2018 re Orientation/Workshop on the Utilization of the Manuals of Operations on the Technical Assistance (TA) Nexus and Contextualized Version of School-Based Management (SBM), you are hereby advised to attend the said activity on June 18 – 22, 2018 at Hotel Koresco, Pueblo de Oro Golf Estates, Fr. Masterson Avenue, Cagayan de Oro City.
2. Board and lodging will be charged to HRTD funds. Transportation and other allowable expenses shall be against local funds subject to usual accounting and auditing rules and regulations.
3. For compliance.



DEPARTMENT OF EDUCATION  
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Purok 6, Casisang, Malaybalay City



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**TRAVEL ORDER**  
No. 424, s. 2018

DepED-MALAYBALAY CITY DIVISION  
**RELEASED**  
DATE: MAY 17 2018 TIME: 1:48  
BY: TON

To: **LORENZO A. CAPACIO, EdD** - SGOD Chief  
**EDELINA M. EBORA** - Division SBM Coordinator  
**ABBA Q. ALLABA** - PSDS  
**EVERNOLD C. BERIAL** - Principal II, Managok CS  
**LIZA G. BALINONGOG** - Principal II, Malaybalay City CS  
**SONNY M. ROXAS** - Principal I, Casisang CS  
**MARYLAND G. TANDOG** - HT III, Tintinaan ES  
**JONATHAN T. DAGAANG** - HT I, Imbayao ES  
**NYMS M. DOCDOCIL** - HT I, San Roque ES  
**PASTOR P. ABEJUELA** - Principal II, Bangcud NHS  
**ROMEO T. VALDEZ** - Principal II, Casisang SHS  
**LEA R. DABA** - Teacher III, Malaybalay City NSHS  
**MARY FE C. GUMAYAO** - Principal I, Can-ayan IS  
**BERNA T. BATERIZA** - Principal I, New Ilocos ES  
**SHARON MAE A. BONGOCAN** - Principal I Magsaysay ES  
**SUSAN S. OLANA** - Principal IV, Bukidnon NHS

Station: DepEd – Division of Malaybalay City

Destination: Hotel Koresco, Pueblo de Oro Golf Estates, Fr. Masterson Avenue  
Cagayan de Oro City.

Departure: June 17, 2018

Return: June 23, 2018

Purpose: To attend the Orientation/Workshop on the Utilization of the Manuals  
of Operations on the Technical Assistance (TA) Nexus and Contextualized  
Version of School-Based Management (SBM)

Remarks: Travel is official.

  
**REBONFAMIL R. BAGUIO**  
Schools Division Superintendent



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Purok 6, Casisang, Malaybalay City  
Telefax: 088-314-0094; depedmalaybalaycity@gmail.com



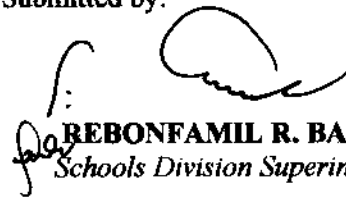
**ORIENTATION/WORKSHOP ON THE UTILIZATION  
OF THE MANUALS OF OPERATIONS ON TECHNICAL ASSISTANCE (ta) NEXUS  
AND CONTEXTUALIZED VERSION OF SCHOOL-BASED MANAGEMENT (SBM)**  
Hotel Koresco, Cagayan de Oro City  
June 18-22, 2018

**PRE-REGISTRATION OF PARTICIPANTS**

Division of **MALAYBALAY CITY**

	<b>Position</b>	<b>Complete Name</b>	<b>Expected Date and Time of Arrival</b>
1	SGOD Chief	Lorenzo A. Capacio	June 18, 2018 7:30 pm
2	Division SBM Coordinator	Edelina M. Eborá	June 17, 2018 6:30 pm
3	PSDS	Abba Q. Allaba	June 17, 2018 6:30 pm
4	School Head - Elementary	Liza G. Balintongog	June 17, 2018 6:30 pm
5		Evernold C. Berial	June 18, 2018 7:30 pm
6		Sonny M. Roxas	June 18, 2018 7:30 pm
7	School Head – MultiGrade	Maryland G. Tandog	June 17, 2018 6:30 pm
8		Jonathan T. Dagaang	June 17, 2018 6:30 pm
9		Nyms M. Docdocil	June 17, 2018 7:30 pm
10	School Head - Secondary	Pastor P. Abejuela	June 18, 2018 7:30 pm
11		Lea R. Daba	June 17, 2018 6:30 pm
12		Romeo T. Valdez	June 18, 2018 7:30 pm
13	School Head – Integrated Schools	Mary Fe C. Gumayao	June 17, 2018 6:30 pm
14		Berna T. Bateriza	June 17, 2018 6:30 pm
15		Sharon A. Bongocan	June 17, 2018 6:30 pm
16	Identified Facilitator, if any	Susan S. Olana	June 17, 2018 6:30 pm

Submitted by:

  
**REBONFAMIL R. BAGUIO**  
Schools Division Superintendent



**DepED-X**  
Cagayan de Oro City

09 MAY 2018

May 4, 2018

**RELEASED**


**REGION MEMORANDUM**

No. 101, s. 2018

**NEW SCHEDULE OF THE ORIENTATION/ WORKSHOP ON THE  
UTILIZATION OF THE MANUALS OF OPERATIONS ON TECHNICAL  
ASSISTANCE (TA) NEXUS AND CONTEXTUALIZED VERSION OF SCHOOL-  
BASED MANAGEMENT (SBM)**

To: **Schools Division Superintendents**  
**Chiefs of Regional Office Functional Divisions**  
*This Region*

1. To give way to the conduct of the Regional Training of Teachers on K-Grade 10 on Critical Content, the four-day *Orientation on the Utilization of the Manuals of Operations on Technical Assistance (TA) Nexus and Contextualized Version of School-Based Management (SBM)* has been changed from May 15-19 to **June 18-22, 2018**.
2. All other provisions in RM 231, s. 2018 shall remain in effect.
3. Immediate and wide dissemination of this Memorandum is desired.

  
**ALLAN S. FARNAZO**  
Director IV

To be indicated in the Functional Index under the following subjects:  
Processes School-Based Management Systems Technical Assistance

FTAD/marisa



Republic of the Philippines  
Department of Education  
**REGION X - NORTHERN MINDANAO**  
*Zone 1 Upper Balulang*  
*Cagayan de Oro City*

Telephone No. (088) 880-7072, 880-7071, email: region10@deped.gov.ph

**Tayo**  
PARA SA  
EDUKASYON

DepED-X  
Cagayan de Oro City

April 3, 2018

12 APR 2018

2913  
**RELEASED**

**REGION MEMORANDUM**

No. 212, s. 2018

**ORIENTATION/WORKSHOP ON THE UTILIZATION OF THE MANUALS OF OPERATIONS ON TECHNICAL ASSISTANCE (TA) NEXUS AND CONTEXTUALIZED VERSION OF SCHOOL-BASED MANAGEMENT (SBM)**

To: **Schools Division Superintendents**  
**Chiefs of Regional Office Functional Divisions**  
*This Region*

1. In line with Region Memorandum 415, s. 2017 on the *Establishment and Operationalization of Technical Assistance Mechanisms, Systems, and Processes* and DepEd Order 83, s. 2012 on the *Revised Implementing Guidelines on School-Based Management (SBM) and Assessment Process and Tools (APAT)*, a four (4) day **Orientation on the Utilization of the Manuals of Operations on Technical Assistance (TA) Nexus and Contextualized Version of School-Based Management (SBM)** will be conducted on April 30 to May 4, 2018 (Inclusive of Travel Time), at Hotel Koresco, Pueblo de Oro Golf Estates, Fr. Masterson Avenue, Cagayan de Oro City.
2. The objectives of the undertaking are as follows:
  - a. Distribute Manuals of Operations on Technical Assistance (TA) Nexus and Contextualized Version of School-Based Management (SBM);
  - b. Orient the organized Field Technical Assistance Teams, Division SBM Coordinators, and School Heads on the utilization of the newly developed manuals of operations on TA Nexus and SBM;
  - c. Engage the participants on the use of the improved tools as well as the appropriate dynamics for the purpose;
  - d. Organize the Division Core Team of Trainers for the Rollout/ Dissemination;
  - e. Institutionalize TA Practices and SBM Principles in school governance; and
  - f. Appreciate the Morals of Synergy in the provision of Technical Assistance and conduct of validation in School-Based Management.

3. Participants are Regional Field Technical Assistance Teams (RFTAT), SGOD Chiefs, Division SBM Coordinators, Lead Public Schools District Supervisors (PSDS), and School Administrators preferably three (3) from each of the Elementary, Multi-Grade, Secondary, and Integrated Schools. (Please refer to Enclosure No. 1 for the list of participants.)
4. Check-in time will be at 2:00 pm, on April 30, 2018. The first meal to be served will be dinner of the said date, and the last meal will be lunch on May 4, 2018.
5. In as much as May 1 is a holiday due to the observance of Labor Day, the participants and facilitators shall be entitled to Compensatory Time-Off (CTO) in accordance with Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.
6. A pre-work activity will be conducted on April 20, 2018 at the same venue. It shall be attended by the identified facilitators of the event.
7. Likewise enclosed are the Pre-Registration Form (Enclosure No. 2) for submission to the Regional Office 10 through [depedftad10@gmail.com](mailto:depedftad10@gmail.com) not later than April 15, 2018; and the Activity Matrix (Enclosure No.3) for your reference.
8. Board and lodging, honorarium, and transportation of the Resource Person shall be charged to HRTD funds. The same provision shall apply to the participants, except for the honorarium and transportation and other allowances. The latter shall be charged to the local funds, subject to the usual accounting and auditing policies, rules, and regulations. This provision shall also apply during the conduct of the pre-work activity.
9. For more information, please contact Ms. Maria Salome M. Manlapig, EPS of FTAD, through her mobile number 09355984313.
10. Your usual support on the matter is highly enjoined.

  
**ALLAN G. FARNAZO**  
**Director IV**

Incl.: As indicated

To be indicated in the **Perpetual Index** under the following subjects:  
Processes School-Based Management Systems Technical Assistance

FTAD/marisa

**ORIENTATION/WORKSHOP ON THE UTILIZATION OF THE MANUALS OF OPERATIONS ON TECHNICAL ASSISTANCE (TA) NEXUS AND CONTEXTUALIZED VERSION OF SCHOOL-BASED MANAGEMENT (SBM)**

April 23-27, 2018 @ Hotel Koresco, Cagayan de Oro City

**LIST OF PARTICIPANTS**

<b>Office/ Division</b>	<b>RFTAT (Functional Chiefs with 1 EPS/Personnel)</b>	<b>SGOD Chief</b>	<b>Div. SBM Coor.</b>	<b>PSDS</b>	<b>Sch. Heads (E/MG/S/IS) 3 per type of School</b>	<b>Others/ Facilitators</b>	<b>Total</b>
RO	16					2 from FTAD	18
Bukidnon		1	1	1	12		15
Cagayan de Oro City		1	1	1	12		15
Camiguin		1	1	1	12		15
El Salvador		1	1	1	12	Fritzie C. Sillabe	16
Gingoog City		1	1	1	12		15
Iligan City		1	1	1	12		15
Lanao del Norte		1	1	1	12		15
Malaybalay		1	1	1	12	Susan S. Olana	16
Mis. Occidental		1	1	1	12	Margarita L. Ruben	16
Mis. Oriental		1	1	1	12		15
Oroquieta City		1	1	1	12	Julieto M. Indonto	16
Ozamiz City		1	1	1	12	Rosalyn M. Lato	16
Tangub City		1	1	1	12		15
Valencia City		1	1	1	12	Miguelito D. Bendijo	16
<b>Total</b>	<b>16</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>168</b>	<b>8</b>	<b>234</b>

**ORIENTATION/WORKSHOP ON THE UTILIZATION OF THE MANUALS OF OPERATIONS  
ON TECHNICAL ASSISTANCE (TA) NEXUS AND CONTEXTUALIZED VERSION OF SCHOOL-BASED MANAGEMENT**

Hotel Koresco, Cagayan de Oro City  
April 30 to May 4, 2018

**ACTIVITY MATRIX**

Time	Day 0 (April 30)	Day 1 (May 1)	Day 2 (May 2)	Day 3 (May 3)	Day 4 (May 4)
6:30 -8:00 AM	<b>BREAKFAST</b>				
8:01-8:30 AM		Opening Program Levelling of Expectations (Plenary Session)	<b>MOL</b>	<b>MOL</b>	<b>MOL</b>
8:31 AM - 12:00 NN	Meeting for SBM Coordinators and Facilitators	Overview on the Manuals of Operations (Parallel Sessions for SBM)	In-house Practicum for SBM Validation and DOD ( Parallel Sessions)	Simulation on the conduct of the SBM Validation and DOD	Presentation of Division Action Plan (DAC) and Setting of Agreement (Plenary Session)
					Closing Program
12:01 NN - 1:00 PM	<b>LUNCH</b>				
1:01 -5:00 PM	Arrival and Registration of Participants	Continuation: Overview on the Manuals of Operations (Parallel Sessions for TA)	In house Practicum for TA Nexus (Parallel Sessions)	Division Action Planning (DAC) For the Roll Out	Home Sweet Home
6:01-7:00 PM	<b>DINNER</b>				

Submitted by:

  
**EDITH B. LAGO-ORTEGA, Ph.D.**  
Chief, FTAD

APPROVED:

**ALLAN G. FARNAZO**  
Director IV

Recommending Approval:

  
**ATTY. SHIRLEY O. CHATTO**  
OIC, Asst. Regional Director





Republic of the Philippines  
Department of Education  
**REGION X - NORTHERN MINDANAO**  
Zone 1 Upper Balulang  
Cagayan de Oro City



DepED-~~XX~~

Telephone No. (088) 880-7072 860-7071, 880-2087 Telefax No. (08822) 72 26 51

September 14, 2017

**REGION MEMORANDUM**

No. *415* s. 2017

2017  
7079  
RECEIVED

**ESTABLISHMENT AND OPERATIONALIZATION OF TECHNICAL ASSISTANCE (TA) MECHANISM, SYSTEMS, AND PROCESSES**

To: Schools Division Superintendents  
Chiefs of Regional Office Functional Divisions  
This Region

1. In response to the Strategic Direction of this Region anchored on the 10-Point Agenda of Secretary Leonor Magtolis Briones, this Office, through the Field Technical Assistance Division (FTAD), in coordination with the Functional Divisions in the Region and the Basic Education Sector Transformation (BEST), will hold a series of Capacity Building Programs for Educational Leaders on October 2017 to May 2018. The venue and other details of the training will be issued in a separate Memorandum.
2. This undertaking aims to establish and operationalize a comprehensive and doable technical assistance mechanism, systems and processes germane to policy, planning, monitoring and evaluation for the improvement of learning outcomes and performance via School - Based Management (SBM).
3. Participants are the Regional Program Committee (ProgCom) Members, Regional Field Technical Assistance Team (RFTAT), and the Division Field Technical Assistance Team (DFTAT).
4. Enclosed is the schedule of activities and registration form for reference.

5. The fund for the purpose shall be taken from the Human Resource Training Development (HRTD) Funds of this Office subject to the usual accounting and auditing rules and regulation.

6. Immediate dissemination of this Memorandum is desired.

  
**ALLAN G. PASCASO**  
Director II

Incl. As indicated

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

- CAPACITY BUILDING PROGRAM**
- SECURE**
- PROCESSING**
- TECHNICAL ASSISTANCE**

**PREPARED BY**