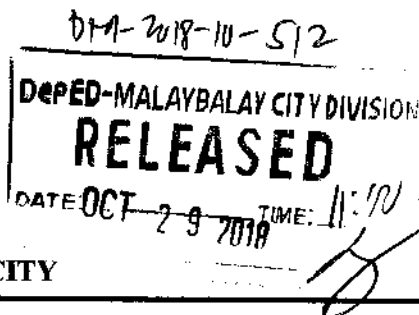




Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY



DIVISION MEMORANDUM

No. 512, s. 2018

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
School School-Based Management Coordinators
This Division**

From: *[Signature]* **REBONFAMIL R. BAGUIO**
Schools Division Superintendent

Date: **October 22, 2018**

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

1. This Office will hold the Division Orientation and Workshop on the Utilization of the Manuals of Operations on Technical Assistance (TA) Nexus and Contextualized Version of School-Based Management (SBM) on November 12 – 13, 2018 at Loiza's Pavilion, Casisang, Malaybalay City, Bukidnon.
2. The aim of this two-day activity is to orient the School Heads and SBM Coordinators on the use of the two Manuals of Operations; acquaint them on the use of the Electronic SBM Tool; and to simulate the use of the E-SBM Tool to validate the school data.
3. Participants to this activity are the Schools Division Superintendent (SDS), Assistant Schools Division Superintendent (ASDS), Division Chiefs (CID, SGOD), Division SBM Coordinator, Public Schools District Supervisors, School Heads and School SBM Coordinators.
4. All School Heads are advised to bring the school's Key Performance Indicators and all SBM Coordinators should have a copy of the E-SBM Tool that will be downloaded from the Division's Website.



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

5. Transportation and other incidental expenses relative to the participation of this activity shall be charged against local funds subject to the usual accounting and auditing rules while participants' meals and accommodation will be charged to HRTD Funds.
6. The following enclosures provide the details of the said activity:
Enclosure No. 1: Matrix of Activities
Enclosure No. 2: Working Committees
7. Should there be queries, contact **Edelina M. Ebor** the Senior Education Program Specialist (School Monitoring and Evaluation) at 09178467022/09368467029.

Encls: As stated

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

E-SBM TA NEXUS

M&E/lynne

To be posted in the website



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

Enclosure No. 1: Matrix of Activities

TIME	DAY 1 (November 12, 2018)	DAY 2 (November 13, 2018)
8:00 AM – 8:30 AM	Registration	MOL
8:30 AM – 9:00 AM	Opening Program	Parts of the SBM Manual
9:02 AM – 10:02 AM	<ul style="list-style-type: none">• Overview on the Roles and Functions of FTAD/DFTAT• Parts of the TA Manual	<ul style="list-style-type: none">• How to Use the Prescribed Forms• Responsibilities of School Heads
10:04 AM – 10:15 AM	Break	Break
10:15 AM – 12:00 AM	<ul style="list-style-type: none">• Delivery Mechanisms: 3 Modalities: DMEA, SMEA and Upon Request• TA Nexus Tools and Techniques	<ul style="list-style-type: none">• Basic Steps in the SBM Assessment Process at the School Level to Scoring Guidelines for SBM Level of Practice• Functions of SBM Coordinating Teams
12:00 Nn – 1:00 PM	Lunch Break	Lunch Break
1:00 PM – 2:30 PM	Preparing a TA Plan and Sustainability Plan	<ul style="list-style-type: none">• DOD• In-House Practicum for SBM Validation
2:02 PM – 3:30 PM	Workshop for TA Action Plan	
3:34 PM – 5:00 PM	Presentation of Output	Closing Program



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

Enclosure No. 2: Working Committees

Committee	In charge	Responsibility
Program/Invitation/Certificates	Edelina M. Eborá	<ul style="list-style-type: none">• Facilitates the flow of the activity• Prepares the program and Certificates
Registration/Secretariat	Lucilyn M. Cahucom	<ul style="list-style-type: none">• Checks the daily attendance of the participants and will make sure that the attendance sheets are properly filled in
Reception/Food & Refreshment/	Ria K. Alquizar	<ul style="list-style-type: none">• Ushers the participants to their assigned tables/seats• Monitors the food handling and serving
Sounds/Multi-media Presentations In charge	Paterno Padua Jr.	<ul style="list-style-type: none">• Takes charge the sound system, ICT and other related functions
Documentation/ Physical Arrangement	Mary Gladys J. Dublas	<ul style="list-style-type: none">• Takes pictures and does the documentation of the activity for the entire duration• Checks hall arrangement of the venue• Labels the tables of the participants and facilitators