



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DM-2022-01-029  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE:                      TIME: 4:34 pm  
BY: JAN 13 2022

**DIVISION MEMORANDUM**  
No. 029, s. 2022

To: **Assistant Schools Division Superintendent  
Education Supervisor Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
School SBM Coordinators  
All Others Concerned**

From: **VICTORIA V. GAZO, PhD, CESO V**  
*[Signature]* Schools Division Superintendent

Date: **January 12, 2022**

Subject: **DIVISION LEVEL 2021 SCHOOL-BASE MANAGEMENT VIRTUAL  
AWARDING**

1. For information and guidance, this Office informs the field on the 2021 School-Based Management System Virtual Awarding on January 21, 2022 at 10:00 AM via DepEd Tayo-Malaybalay City livestreaming.
2. The school SBM Coordinator will submit a picture of the SBM Team with the school head in a one PPT editable slide to Edelina M. Eborra, Division SBM Coordinator or to Mary Gladys J. Dublas, Education Program Specialist II – SMME through this link <https://bit.ly/SBMMCAwarding2021> on or before January 17, 2022.
3. Enclosed are the Technical Working Committees of the said activity.
4. All chairmen and co-chairmen will have a meeting on January 14, 2022 at 9:30 in the morning, GAD Hall, Casisang, Malaybalay City.
5. Expenses incurred during this activity are chargeable against local funds, subject to the usual accounting and auditing policies, rules and regulations.
6. For further queries, please contact **Edelina M. Eborra**, Senior Education Program Specialist in School Management, Monitoring and Evaluation/Division SBM Coordinator at 09165126070 or edelina.eborra@deped.gov.ph.

SMME/lynne





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**Enclosure 1: Division Level 2021 School-Based Management System Virtual Awarding  
Technical Working Committees**

<b>Committee</b>	<b>Responsible Person/s</b>	<b>Function/s</b>
Over-all Steering Committee	Chairman: Edelina M. Eborá Co-Chairman: Mary Gladys J. Dublas	<ul style="list-style-type: none"><li>• Follow-up working committees</li><li>• Monitor the preparation and actual conduct of the virtual activity</li></ul>
Technical Working Committee	Chairman: Rio G. Arbutante Co-Chairman: Jade C. Cabañelez Jimdandy S. Lucine Karl Lois Pagaran	<ul style="list-style-type: none"><li>• Perform the preparation of the virtual activity.</li><li>• Coordinate with the team members virtual preparation.</li></ul>
Program Committee	Chairman: Ria K. Alquizar Co-Chairman: Cheryl Anne L. Dazo	<ul style="list-style-type: none"><li>• Prepare and disseminate the flow of the program</li></ul>
Video Production Committee	Chairman: Ginalyn M. Bandao Co-chairman: Alfred Theodore P. Ledesma Ma. Louise S. Negosa	<ul style="list-style-type: none"><li>• Prepare the video production.</li></ul>
PPT Slides Presentation Committee	Chairman: Helerie Ann H. Melosantos Co-chairman: Margie H. Causing Jessa Mae P. Hingpit	<ul style="list-style-type: none"><li>• Prepare the powerpoint slides presentation.</li></ul>
Venue/Set/Hall Preparation Committee	Co-chairman: Honey Lou J. Gario Co-chairman: Mercedita B. Antonio James C. Aguilar Anafhel C. Gamalo	<ul style="list-style-type: none"><li>• Prepare the venue/hall and the whole set-up of the activity.</li></ul>
Lights and Audio Committee	Chairman: Woodrow Wilson B. Merida Co-chairman: Rex Dacanay	<ul style="list-style-type: none"><li>• Prepare and organize all the particulars needed for activity</li><li>• Assist the technical working committee</li></ul>
Documentation/Script Committee	Co-chairman: Jerry J. Java Co-chairman: Doreen Krystel Gonzales Rhea G. Rarogal	<ul style="list-style-type: none"><li>• Document the entire event</li><li>• Make a report after the activity</li></ul>

