



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

2 September 2025

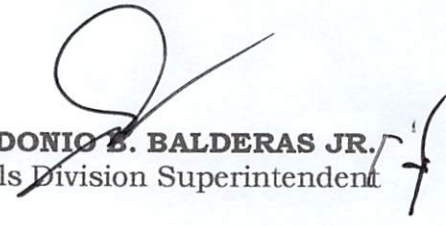
DIVISION MEMORANDUM

No. **590** s. 2025

CONDUCT OF CAPACITY BUILDING ON SCHOOL-BASED MANAGEMENT

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In reference to **DepEd Order No.007, s. 2024**, titled **Policy Guidelines on the Implementation of the Revised School-Based Management System**, this Office announces the conduct of the aforementioned activity on **September 3-4, 2025**, to be held at **M.I. Sevilla Resort, Brgy. Domoit, Lucena City**.
2. At the end of the capacity-building activity, participants are expected to:
 - a. identify issuances supporting each indicator for the 6 SBM dimensions;
 - b. discuss assessment mechanism on SBM level of manifestation;
 - c. identify references for setting standard for self-assessment of SBM level of manifestation;
 - d. develop sample standard setting for self-assessment of SBM level of manifestation.
3. Participants are school heads, and selected SDO personnel. They are required to bring a laptop and an extension cord.
4. Meals (AM and PM snacks, lunch) and other expenses shall be charged against the Division MOOE. Travel expenses of participants shall be charged against local or school MOOE, or other school funds, subject to the availability of funds and usual accounting and auditing rules and regulations.
5. Attached are Enclosure 1: List of Participants, Enclosure 2: Technical Working Group with Terms of Reference, and Enclosure 3: Program Matrix, for your reference.
6. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No.007, s. 2024

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

CAPACITY BUILDING
POLICY
SCHOOL-BASED MANAGEMENT
SCHOOLS

SGOD- conduct of capacity building on school-based management
SGO6NFAE-003414/September 2, 2025

Enclosure 1

LIST OF PARTICIPANTS

No.	Name	Sex	Position/ Designation	Unit/School
1.	Herbert D. Perez	M	ASDS	OSDS
2.	Dr. Imelda C. Raymundo	F	SGOD – Chief	SGOD
3.	Dr. Edwin R. Rodriguez	M	CID – Chief	CID
4.	Maria Corazon A. Borbon	F	EPS	SGOD
5.	Jerome A. Chavez	M	EPS	CID
6.	Luzviminda Cynthia Richelle F. Quintero	F	EPS	CID
7.	Mildred Z. Galleno	F	EPS	CID
8.	Montano L. Agudilla Jr	M	SEPS	SGOD
9.	Marife R. Lagar	F	Planning Officer III	SGOD
10.	Joan Kathleen T. Brizuela	F	EPS II	SGOD
11.	Nicole May L. Lumanglas	F	PDO I	SGOD
12.	Luzviminda E. Saldares	M	SEPS	SGOD
13.	La Trisha R. Dalit	F	EPS II	SGOD
14.	Larvin O. Labrada	M	P - I	Lakawan ES / Tayabas City NHS
15.	Arlene D. Pagana	F	T – III/TIC	Masin ES
16.	Joy B. Go, Ph.D.	F	P-IV	West Palale NHS
17.	Lorynel C. De Sagun	F	EHT III	Alsam IS
18.	Ingrid A. Palad	F	P-II	South Palale ES
19.	Girlie A. Abaricia	F	EHT III	TWCS II
20.	Natalia A. Andaya	F	P-II	TWCS III
21.	Frenalyne B. Tabernilla	F	PDO - I	Ipilan-Alitao ES
22.	Rowena O. Sabiduria	F	P-I	Cipriano J. Querubin ES
23.	Nathaniel G. Balbarosa	M	AO - II	FELES
24.	Lea A. Cosico	F	P-II	TWCS I
25.	Wenefredo B. Baylongo	M	P-I	Lawigue ES
26.	Baby Lyn T. Olandes	F	EHT III	Domoit ES
27.	Dennis O. Labita	M	P-III	Potol ES
28.	Luz A. Pacaigue	F	P - I	North Palale ES
29.	Adrian N. Naynes	M	HT - I	Talolong IS
30.	Ronan R. Ranillo	M	P-III	TECS
31.	Reniel N. Cabuyao	M	T III/TIC	Valencia ES
32.	Ronald O. Hugo	M	MT I/TIC	Katigan-Alupay ES
33.	Lilibeth B. Vargas	F	T III/TIC	Busal IS
34.	Democrito C. Cabile Jr.	M	P – I	Pandakaki IS
35.	Teresa E. Andaya	F	P-II	East Palale ES
36.	Elpidia C. Palayan	F	P-II	Malaoa/Calantas ES
37.	Corazon M. Oabel	F	P-II	West Palale ES
38.	Julieta M. Labita	F	P – 1	TWCS IV
39.	Emelia R. Eclarin	F	P – I	Eugenio Francia IS
40.	Cherry G. Hugo	F	P-II	Buenaventura Alandy NHS
41.	Aldwin V. Capistrano	M	EHT III	Gibanga ES

42.	Regicelle D. Cabaysa	F	P - I	Lalo ES
43.	Honesto P. Caagbay Jr.	M	P-I	Kalumpang ES
44.	Joel N. Dela Cruz	M	P-I	Mayuwi IS
45.	Rosalie M. Salvan	F	AO – II	Ilasan IS
46.	April Jean V. Songcaya	F	AO – II	Dapdap IS
47.	Rempson P. Sumilang	M	AP - II	Rosario Quesada INHS
48.	Evelyn R. Palambiano	F	P-II	Mate IS
49.	Dr. Gener C. Delos Reyes	M	P-IV	Luis Palad IHS

Enclosure 2

Technical Working Committee (TWC)

Overall Chairperson: **CELEDONIO B. BALDERAS JR**
Schools Division Superintendent

Co- chairpersons: **HERBERT D. PEREZ**
Assistant Schools Division Superintendent
IMELDA C. RAYMUNDO
Chief - SGOD

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	Maria Corazon A. Borbon EPS	• Prepares Training Design and other Training Package requirements. • Prepares and submits activity completion report (ACR) to SGOD - Chief • Prepares memo/advisories.
Over-all L&D Management including (Logistics)	Luzviminda E. Saldares SEPS-HRTD	• Manages the conduct of the activity • Monitors L&D activities.
QAME	Montano L. Agudilla Jr SEPS II-M & E	• Quality Assure the Activity Designs an L&D Package • Prepares evaluation tool and conduct QATAME and gather feedback. • Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.
Resource Speakers/Facilitators	Maria Corazon A. Borbon Jerome Chavez Nicole May L. Lumanglas Joan Kathleen T. Brizuela	• Lead/s the discussion of topics • Facilitate/s workshop • Attend/s engages in the debriefing sessions
Support Staff/s	La Trisha R. Dalit	• Take/s pictures from the opening until closing programs. • Ensure/s that registration meals and attendance sheets are properly and completely accomplished. • Assist/s the session facilitators/s • Ensure/s that sound system and projectors are properly set up.
Certificate	Luzviminda E. Saldares SEPS-HRTD	Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete

		attendance.
Moderator	Nicole May L. Lumanglas	• Coordinates with the Program Proponent regarding the contents and flow of the activity • Host the Opening Program Preliminaries to include the following: - Present Agenda outline - Discuss relevant session protocol. - Moderate Q&A sessions - Close out conference

Enclosure 3

PROGRAM MATRIX

TIME	TOPIC	PERSONS INVOLVED
September 3, 2025		
7:45 – 8:00	Registration	TWG
8:00 – 8:30	Program Preliminaries	TWG
8:30 – 8:45	Rationale	Imelda C. Raymundo, PhD SGOD – Chief
8:45 – 9:45	SBM self-assessment results	Maria Corazon A. Borbon EPS
9:45 – 10:00	Break	
10:00 – 12:00	Assessment Mechanism on SBM Level of Manifestation	Maria Corazon A. Borbon EPS
12:00 – 1:00	Lunch Break	
1:00 – 3:00	Workshop on identifying issuances supporting each indicator for the 6 SBM Dimensions	Nicole May L. Lumanglas Joan Kathleen T. Brizuela
3:00 – 3:15	Break	
3:00 – 4:30	Group presentation	Nicole May L. Lumanglas Joan Kathleen T. Brizuela
4:30 – 5:00	Open Forum	
September 4, 2025		
8:00 – 8:30	Morning Preliminaries	
8:30 – 10:00	Continuation of group presentation	
10:00 – 10:15	Break	
10:15 – 12:00	Setting standard for self-assessment of SBM Level of Manifestation	Jerome A. Chavez
12:00 – 1:00	Lunch Break	
1:00 – 3:00	Workshop on setting standard for self-assessment of SBM Level of Manifestation	Nicole May L. Lumanglas Joan Kathleen T. Brizuela
3:00 – 3:15	Break	
3:00 – 4:00	Group presentation	Nicole May L. Lumanglas Joan Kathleen T. Brizuela
4:00 – 5:00	Closing Program	