



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

05 November 2024

DIVISION MEMORANDUM
No. **744** s. 2024

**CAPACITY-BUILDING ON THE REVISED SCHOOL-BASED MANAGEMENT (SBM)
GUIDELINES**


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 above subject on **November 6-7, 2024** at Queen Margarett Hotel, Lucena City.
2. At the end of the capacity-building activity, participants are expected to:
 - a. transition the SBM perspective from DO 83, s. 2012 to DO 007, s.2024;
 - b. discuss the salient features of DO 007, s.2024;
 - c. accomplished the SBM self-assessment tool;
 - d. appreciate the new features and importance of DO 007, s.2024.
3. Participants are school heads, select head teachers, select master teachers, select teachers and select SDO personnel. They shall bring laptop and extension wire.
4. Meals (AM and PM snacks, lunch) and other expenses shall be charged against HRTD Fund. 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 and Enclosure 2 Technical Working Group with Terms of Reference.
6. Immediate dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:


JEROME A. CHAVEZ
Education Program Supervisor -Mathematics
Officer-in-Charge

Encl.: As stated
Reference: DepEd Order No. 007, s.2024
To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT
POLICY
SBM

SGOD-capacity building on the revised school-based management (sbm) guidelines
SGO7L7BB-001885/November 5, 2024

Enclosure 1

LIST OF PARTICIPANTS

No.	Name	Sex	Position/ Designation	Unit
1.	Dr. Edwin R. Rodriguez	M	CID - Chief	CID
2.	Maria Corazon A. Borbon	F	EPS	SGOD
3.	Christian J. Bables	M	EPS	CID
4.	Luzviminda Cynthia Richelle Quintero	F	EPS	CID
5.	Jerome A. Chavez	M	EPS	CID
6.	Joseph Jay U. Aureada	M	EPS	CID
7.	Mildred Galleno	F	EPS	CID
8.	Generosa F. Zubieta	F	EPS	CID
9.	Sherwin C. Quesea	M	EPS	CID
10.	Regicelle D. Cabaysa	M		SGOD
11.	Conrado C. Gabarda	M	AO V	OSDS
12.	Agnes M. Luzadas	F	Accountant III	OSDS
13.	Joyce Anne P. Limbo	F	Supply Officer	OSDS
14.	Mark Bryan Valencia	M	Information Technology Officer	OSDS
15.	Grasiela L. Hernandez	F	Human Resource Management Officer II	OSDS
16.	Benjamin A. Millares	M	Budget Officer III	OSDS
17.	Montano L. Agudilla Jr	M	SEPS	SGOD
18.	Marife R. Lagar	F	Planning Officer III	SGOD
19.	Cris John Supetran	M	Medical Officer III	SGOD
20.	Joan Kathleen T. Brizuela	F	EPS II	SGOD
21.	Jerome Javin	M	JO	ICT
22.	Lailani Omlas	F	Nurse II	SGOD
23.	Mikaela Cuevas	F	GIP	SGOD
24.	Harjeet Laresma	M	JO	SGOD
25.	Larvin O. Labrada	M	EHT III	Alsam Integrated School
26.	Arleen Pagana	F	TIC	Masin Elem School
27.	Joy B. Go, Ph.D.	F	P-IV	Ilasan Integrated School
28.	Ingrid A. Palad	F	P-II	Lawigue Elem Sch
29.	Girlie A. Abaricia	F	EHT III	Domoit Elem School
30.	Natalia A. Andaya	F	P-I	TWCS III
31.	Alona C. Crisanto	F	P -III	Ipilan-Alitao ES
32.	Waldymar E. Pasacsac	M	P-II	Wakas Elementary School
33.	Roderick O. Hugo	M	P-II	Potol Elem School

34.	Alita C.Rodriguez	F	TII/TIC	Lakawan Elementary School
35.	Luz A. Pacaigue	F	EHT III	Eugenio Francia Integrated School
36.	Adrian N. Naynes	M	HT - I	Valencia Elem Sch
37.	Ronan R. Ranillo	M	P-II	TECS
38.	Adrian Maano	M	EHT III	Pandakaki Integrated School
39.	Lea Cosico	F	P-I	TWCS I
40.	Elpidia C. Palayan	F	P-II	East Palale ES
41.	Akeen Aeron Valdeavilla	M	TIC	Katigan-Alupay ES
42.	Jobelle Maningas	F	PDO 1	Kalumpang ES
43.	Joy Aguila	F	AO II	F.E. Lopez ES
44.	Corazon M. Oabel	F	P-I	South Palale ES
45.	Julieta M. Labita	F	EHT III	Lalo Elem School
46.	Rowena O. Sabiduria	F	P-I	TWCS IV
47.	Babylyn Olandes	F	EHT III	North Palale Elem Sch
48.	Johncent Roy Tibordo	M	MT I / OIC	Busal Integrated School
49.	Honesto P. Caagbay Jr.	M	P-I	TWCS II
50.	Wenefredo B. Baylongo	M	P-I	West Palale ES
51.	Lorynel De Sagun	F	EHT III	Malao-a/Calantas ES
52.	Cherry G. Hugo	F	P-II	Buenaventura Alandy NHS
53.	Aldwin Capistrano	M	EHT III	Gibanga Elem School
54.	Jeffrey Dimailig	M	MT I/TIC	Mayuwi Community Sch
55.	April Jean Songcaya	F	AO II	Dapdap Integrated Sch
56.	Rosemarie Morales	F	AO II	West Palale NHS
57.	Desiree Carla C. Andanza	F	AO - II	Rosario Quesada INHS
58.	Evelyn R. Palambiano	F	P-I	Mate Integrated School
59.	Emelia R. Eclarin	F	AP II	Tayabas City National High School
60.	Dr. Gener C. Delos Reyes	M	P-IV	Luis Palad Integrated High School
61.	Geraldine M. Constantino	F	AP I	Luis Palad Integrated High School
62.	Ma. Ailleen Averilla	F	MT II	Luis Palad Integrated High School
63.	Maricel Abella	F	MT I	Luis Palad Integrated High School
64.	Marvin Rosales	M	HT IV	Luis Palad Integrated High School
65.	Maria Madel Rubia	F	HT IV	Luis Palad Integrated High School
66.	Raymund Hugo	M	HT III	Luis Palad Integrated High School
67.	Wilma Zaide	F	HT IV	Luis Palad Integrated High School
68.	Josephine Ramos	F	HT IV	Luis Palad Integrated High School
69.	Rempson P. Sumilang	M	MT I	Luis Palad Integrated

				High School
70.	Joel Dela Cruz	M	MT 1	Buenaventura Alandy NHS
71.	Reniel Cabuyao	M	T III	TECS
72.	Ronald Hugo	M	T III	TECS
73.	Lilibeth Vargas	F	T III	West Palale NHS

Enclosure 2

Technical Working Committee (TWC)

Over all 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	<ul style="list-style-type: none"> Prepares Training Design and other Training Package requirements. Prepares and submits activity completion report (ACR) to SEPS-HRTD.
Over-all Management including (Logistics)	L&D Regicelle D. Cabaysa	<ul style="list-style-type: none"> Manages the conduct of the activity Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief. Monitors L&D activities. Prepares and submits complete report (narrative report) to SGOD Chief Prepares memo/advisories. Assists the proponent in the preparation of documentary requirements including but not limited to PR.
QAME	Montano Agudilla Jr. L.	<ul style="list-style-type: none"> 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.
Medical/First Aid	Dr. Cris John Supetran Lailani Omlas	<ul style="list-style-type: none"> Ensures observance/ compliance of health protocols including but not limited to conduct of Triage. Administers first aid and health services during the event. Ensure the provision of proper handling, storage and serving of foods and food packs' disposals.
Resource	Dr. Imelda C.	<ul style="list-style-type: none"> Lead/s the discussion of topics

Speakers/Facilitators	Raymundo Maria Corazon A. Borbon	<ul style="list-style-type: none"> Facilitate/s workshop Attend/s engages in the debriefing sessions
Support Staff/s	Harjeet Laresma	<ul style="list-style-type: none"> 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. Manage/s unexpected system glitches.
Certificate	Jerome Javin	<ul style="list-style-type: none"> Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.
Moderator	Regicelle Cabaysa D.	<ul style="list-style-type: none"> Coordinates with the Program Proponent regarding the contents and flow of the activity Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> - Present Agenda outline - Discuss relevant session protocol. - Moderate Q&A sessions - Close out conference