



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION OF TAYABAS
Luis Palad Comp., Brgy. Ipilan, Tayabas City



DEPED-TAY-DM-SGOD-18-230

TO : **CHIEFS, CID AND SGOD**
EDUCATION PROGRAM SUPERVISORS
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS

FOR : **CATHERINE P. TALAVERA, CESO VI**
Schools Division Superintendent

BY : **CONRADO C. GABARDA**
Administrative Officer V

SUBJECT : **RESUMPTION OF SCHOOL VISIT FOR SCHOOL-BASED MANAGEMENT**

DATE : **October 03, 2018**

1. This office announces the resumption of the School Visits for School Based-Management. Schedule earlier released is hereby cancelled.
2. The following schedule will be followed:

Schools	Date of Visit
Alsam ES	October 5, 2018
East Palale ES	October 8, 2018
Stand-Alone Senior High School	October 9, 2018
Masin ES	October 10, 2018
Pandakaki ES	October 11, 2018
Mate ES	October 12, 2018
Wakas ES	October 22, 2018
Ilasan ES	October 23, 2018
Luis Palad Integrated High School	October 24, 2018
Tayabas West Central I	October 25, 2018
Tayabas West Central School III	October 26, 2018
North Palale ES	November 5, 2018
South Palale ES	November 6, 2018
West Palale ES	November 7, 2018
Domoit ES	November 8, 2018
Lawigue ES	November 9, 2018
Katigan-Alupay ES	November 12, 2018
Lakawan ES	November 13, 2018

We, the personnel of the SDO Tayabas City commit to continuously SOAR HIGH.

S-atisfy customers' needs O-ptimize the use of ICT enabled system A-dvocate in the promotion of healthy schools R-ender timely and responsive services
H-elp create a child-friendly environment I-ntegrate QMS in all SDO activities G-overn gender sensitive workplace H-all quality standards

Email: tayabas.city@deped.gov.ph
Website: www.depedtayabascity.ph

Tel. No.: (042) 797 - 0591
Telefax No.: (042) 797-0054 or (042) 797-0773



Tayabas East Central School II	November 14, 2018
Kalumpang ES	November 15, 2018
Tayabas East Central School I	November 16, 2018
Rosario Quesada Memorial NHS	November 19, 2018

- Please be guided by the latest SBM Tool in the preparation of artefacts. In case of artefacts that are normally placed in the classrooms, or with the teachers (e.g. portfolio, DLL, DLP, instructional materials), please make them accessible as well.
- Checking of documents relative to the **IMPLEMENTATION of Programs, Projects and Activities**, stipulated in the Annual Implementation Plan 2018-2019 will be given special attention.*
- It is advised that all artefacts are made available and accessible to maximize the 2-hour document review.
- Please be guided accordingly.

8:00 – 9:00	Pre-Conference with School Head
9:00 – 11:00	Documents Review (SBM Artefacts, PPAs in the AIP and in the calendar, Accomplishment Reports on PPAs)
11:00 – 12:00	Conference with Teachers (Issues and Concerns relative to implementation of PPAs) *Only coordinators and lead teachers for big schools; all for small and medium schools
1:00 – 2:00	Rounds for School Environment
2:00 – 3:00	Conference with Stakeholders (SGC, GPTA, SPG/SSG) Monitoring of their participation in the implementation of PPAs
3:00 – 4:00	Post-Conference with School Head

- WIDE DISSEMINATION OF THIS MEMORANDUM IS DESIRED.

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