



Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF DAPITAN CITY

**DIVISION MEMORANDUM**

No. 20, s. 2022

To: OIC, Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
Public Elementary & Secondary School SBM Coordinators  
All Others Concerned

From: **FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent *FR*

Subject: **SEMINAR-WORKSHOP ON THE IMPLEMENTATION OF THE ENHANCED AND NEW PROCESSES OF ASSESSING AND VALIDATING SCHOOL-BASED MANAGEMENT LEVELS OF PRACTICE**

Date: **JANUARY 10, 2022**

Pursuant to Regional Memorandum No.373 s.2021 RE: Guidelines on the Enhanced and New Processes of Assessing and Validating School-Based Management (SBM) level of Practice for 2022, this office under the School Governance and Operations Division-SMME Section will conduct a limited face to face **Seminar-Workshop on the Implementation of the Enhanced and New Processes of Assessing and Validating School-Based Management Levels of Practice** for all Public Schools District Supervisors/PICDs, school heads and School SBM Coordinators on January 17-20, 2022 in four (4) batches at a venue to be announced later.

Participants are advised to bring the following:

- 1 Printer per schools district
- Bondpaper
- Laptop with extension wire
- 1 set hard copy of the Template for School Level SBM Assessment Tool, Sample Computation of Result of SBM Assessment Levels of Practice
- Printed and electronic copies of the SBM MOVs
- Data on the Learning outcomes (refer to the tool) for the last 3 school years (SY 2018-2019, SY 2019-2020, SY 2020-2021) and Performance Indicators as Enrolment Rate, Dropout Rate, Retention Rate, Failure Rate, Repetition Rate, Graduation Rate and Promotion Rate.



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The SBM Assessment Tool Template, Sample Computation of the Result of SBM Assessment Levels of Practice and the list of the required possible SBM MOVs can be accessed through this link: <https://bit.ly/SBMmaterials> .

Attached is the Lists of Participants per batch and Training Matrix. Please report to the training venue according to your scheduled date before 8:00 A.M and observe the minimum health and safety protocols.

School Heads of the following schools shall prepare a 5-minute video presentation that will showcase the four SBM Principles/Dimensions of their schools, to wit:

- |                     |                    |
|---------------------|--------------------|
| 1. Barcelona NHS    | 6. Potungan NHS    |
| 2. Baylimango NHS   | 7. Baylimango CS   |
| 3. Dakak NHS        | 8. Dapitan City CS |
| 4. Dapitan City NHS | 9. Sulangon CS     |
| 5. Ilaya NHS        | 10. Taguilon ES    |

Expenses relative to the conduct of the activity shall be charged against the Human Resource Development Funds subject to the usual accounting and auditing rules and regulations.

For queries, please contact Dr. Nueva A. Andag, SEPS-Division SBM Coordinator, through Mobile Phone No. 09097725752/09054174354 and email at [nueva.andag@deped.gov.ph](mailto:nueva.andag@deped.gov.ph).

Immediate dissemination of this memorandum is desired.



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Seminar-workshop on the Implementation of the Enhanced and New Processes of  
Assessing and Validating School-Based Management level of Practice

LIST OF PARTICIPANTS

January 17,2022 - BATCH 1: (32)

Jimmy B. Gahuman

Love B. Jurilla - Abelo and School SBM Coordinator

Jocelyn E. Acorin and School SBM Coordinator

Myrla H. Embrado and School SBM Coordinator

Rufa R. Elumbaring and School SBM Coordinator

Glenda B. Paguaia and School SBM Coordinator

Gilyn E. Gallemmit and School SBM Coordinator

Windrell B. Mongcupa and School SBM Coordinator

Elbert A. Pon and School SBM Coordinator

Jovencio C. Salonoy and School SBM Coordinator

Ofelia A. Cabanlit and School SBM Coordinator

Pacita S. Caincay and School SBM Coordinator

Clarencio A. Elumba III and School SBM Coordinator

Wevina A. Quizo and School SBM Coordinator

Jofrey B. Malana and School SBM Coordinator

Speakers: Sherlito E. Sagapsapan, Nueva A. Andag & Gwilym C. Elumba

January 18,2022- BATCH 2 ( 32 )

Elsa Q. Aranas

Belen R. Talic and School SBM Coordinator

Marlyn E. Esmade and School SBM Coordinator

Rizza A. Daboda and School SBM Coordinator

Helen T. Calaguian and School SBM Coordinator

Nelia P. Tangcalagan and School SBM Coordinator

Noel P. Mangubat and School SBM Coordinator

Janet O. Cadano and School SBM Coordinator

Leah B. Acoymo and School SBM Coordinator

Riza B. Galanido and School SBM Coordinator

Imelda F. Tan and School SBM Coordinator

Menvilou A. Tinnae and School SBM Coordinator

Wenchor P. Agum and School SBM Coordinator

Joel Q. Ruiz and School SBM Coordinator

Liezl Y. Ombay and School SBM Coordinator

Jezebel S. Boquida and School SBM Coordinator

Speakers: Sherlito E. Sagapsapan, Nueva A. Andag & Gwilym C. Elumba



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January 19,2022- BATCH 3: ( 32 )

Jose C. Overa and School SBM Coordinator  
Belmor A. Debaloy and School SBM Coordinator  
Mary Jean S. Lacay and School SBM Coordinator  
Gemmalyn O. Ruiz and School SBM Coordinator  
Eldie D. Robaro and School SBM Coordinator  
Camila Jeanette J. Debaloy and School SBM Coordinator  
Marilou S. Cagbabanua and School SBM Coordinator  
Macaria A. Manuta and School SBM Coordinator  
Cristina Z. Villoria and School SBM Coordinator  
Lynette B. Esparcia and School SBM Coordinator  
Felix G. Solatorio and School SBM Coordinator  
Mercedita B. Obnimaga and School SBM Coordinator  
Allan D. Bendaño and School SBM Coordinator  
Riza A. Penaso and School SBM Coordinator  
JR Simed Joseph B. Saguin and School SBM Coordinator  
Speakers: Sherlito E. Sagapsapan , Nueva A. Andag & Gwilym C. Elumba

January 20,2022- BATCH 4: ( 32 )

Joy I. Cagbabanua  
Weney P. Amores and School SBM Coordinator  
Liberty L. Enjambre and School SBM Coordinator  
Luz B. Cabugnason and School SBM Coordinator  
Judycel L. Elumba and School SBM Coordinator  
Lyra L. Balladares and School SBM Coordinator  
Mirason S. Omilig and School SBM Coordinator  
Pacita E. Balladares and School SBM Coordinator  
Alex C. Sapuan and School SBM Coordinator  
Genelyn M. Dabodabo and School SBM Coordinator  
Leonido J. Tabilon and School SBM Coordinator  
Marilyn C. Sarabia and School SBM Coordinator  
Caroline D. Osorio and School SBM Coordinator  
Isagani M. Recamara and School SBM Coordinator  
Erna C. Gasatan and School SBM Coordinator  
Bobbie E. Gurabot and School SBM Coordinator  
Speakers: Sherlito E. Sagapsapan, Nueva A. Andag & Gwilym C. Elumba

TOTAL: 128



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SEMINAR-WORKSHOP ON THE IMPLEMENTATION OF THE ENHANCED  
AND NEW PROCESSES OF ASSESSING AND VALIDATING  
SCHOOL-BASED MANAGEMENT LEVEL OF PRACTICE

Dapitan City Division Conference Hall  
January 17-20, 2022

**TRAINING MATRIX**  
For Batch 1,2,3 &4

TIME	SESSIONS/TOPICS	RESOURCE SPEAKERS
7:30 - 8:00	Arrival of Participants/Registration	Program Management Team
8:00 - 8:45	Preliminaries	Nueva A. Andag SEPS-SMME
	PRE-TEST	
8:45 - 9:45	SBM Overview Guidelines on the Enhanced and New Processes of Assessing and Validating school- based Management (SBM) Levels of Practice for 2022	Sherlito E. Sagapsapan CES-SGOD
9:45 -10:00	SNACKS	
10:00-10:45	Continuation of the Guidelines on the Enhanced and New Processes of Assessing and Validating school-based Management (SBM) Levels of Practice for 2022	Sherlito E. Sagapsapan CES-SGOD
10:45 -12:00	SBM WinS	Gwilym C. Elumba Division WinS Coordinator
12:00 Noon	LUNCH	
1:00 -2:00	*Template for School/Division/Regional Level Assessment Tool *Forms & Certification used for Recommendation of Schools for Regional Evaluation * Documents for MOVs * SBM Validation Interview Guide/Form	Nueva A. Andag SEPS-SMME
2:00 - 4:00	WORKSHOP: ➤ Self-Assessment of School SBM Implementation with the use of the new SBM Assessment Template ➤ Preparation of MOVs	Sherlito E. Sagapsapan Nueva A. Andag All PSDSs
4:00 - 4:45	Presentation of Outputs Post Test Training Evaluation	Nueva A. Andag SEPS-SMME
4:45 - 5:00	Open Forum and Closure	PMT/Participants



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