



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

DIVISION MEMORANDUM

No. 33, s. 2021

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

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

Date: **JANUARY 20, 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) Levels of Practice for 2022, all school heads are advised to conduct School Level Seminar-Workshop on the Implementation of the Enhanced and New Processes of Assessing and Validating School-Based Management Levels on Friday, January 21, 2022.

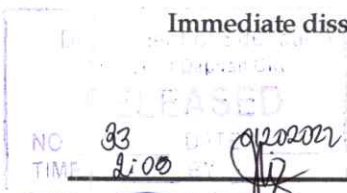
The SBM Assessment Tool Template, Sample Computation of the Result of SBM Assessment Level of Practice, the possible SBM MOVs, topics in power point presentations, sampled SBM video in School's Best Practices can be downloaded from the link: <https://bit.ly/SBMmaterials>.

School Heads are requested to submit Training Completion Report (*see attached template*) to Dr. Nueva A. Andag, SEPS, Division SBM Coordinator on or before January 26, 2022.

The members of the School SBM Task Force are advised to prepare all the necessary documents and SBM related MOVs in preparation for a District SBM Evaluation. The Public Schools District Supervisors shall conduct the District SBM Validation on February 7-14, 2022. After the conduct of the District Validation, the PSDS/PICDs shall submit the list of validated schools on or before February 14, 2022 as basis in the division validation.

For queries, please contact SGOD Chief Sherlito E. Sagapsapan - SBM Lead Implementer and Dr. Nueva A. Andag, SEPS-Division SBM Coordinator, through email add: sherlito.sagapsapan001@deped.gov.ph, nueva.andag@deped.gov.ph. or through mobile phone nos. 0946227435, 09097725752/09054174354.

Immediate dissemination of this memorandum is desired.



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SCHOOL LETTERHEAD

TRAINING COMPLETION REPORT

Title of Training/Seminar	
Venue	
Modality (ex, online via google meet, etc, face-to-face, distance learning, etc.)	
Duration	___ days
Date	
No. of Expected Participants	Male _____ Female _____ Total _____
No. of Participants Attended	Male _____ Female _____ Total _____
Reason of participants who failed to attend	
Program Objectives	
Key Results Area	
Supplies and Materials	See attached PO
M and E Analysis	<p><i>Analysis should include:</i></p> <ul style="list-style-type: none"> • <i>Results from the participants' evaluation of the program</i> • <i>Results from the participants' learning of the program</i> • <i>Results from the facilitators review of the program</i> • <i>Results from the program managers review of the program</i> <p><i>Strengths and areas for improvement should be identified in this section</i></p>
Issues encountered before, during and after the conduct	
General Comments and Issues Encountered	
Recommendations/suggestions for improvement	
Financial Report:	
Source of Funds:	
Budget:	
Cost of Supplies and Materials:	
Training Report Attachments	
Attachment 1 - Training Matrix/Design	
Attachment 2 - List of Participants, Attendance Sheets, Registration Sheet and Working Committees	
Attachment 3 - Pre-test and Post-Test Result	
Attachment 4 - QAME Forms	

Prepared by:

Approved:
