



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM

No. 608, s. 2017

TO : **Division SBM Task Force**
SGOD OIC-Chief-
SBM Coordinator
Member-

Mrs. Sollie B. Oliver
Mrs. Evangeline A. Hernan
Mrs. Ida I. Juezan



Public Schools District Supervisors
Mrs. Zenaida G. Guya
Mrs. Helen A. Casimiro
Mrs. Rosalinda A. Adlaon
Mr. Patriotiso O. Peñas
Mrs. Cherry Rossette E. Oliva

Mr. Neil D. Bongcayao
Mrs. Ferna Renira T. Alde
Mr. Ely G. Cataluña
Miss Arlene P. Barba

Division M & E EPS Mrs. Maria C. Jadloc

Division Planning and Research SEPS Mr. Xavier S. Fuentes

**All School Heads of Public Elementary and Secondary Schools including
Annexes and Extension Classes and Digos City Senior High School**

FROM : 
WINNIE E. BATOON, Ed.D. 
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT : Review-Workshop on Important Elements of SBM: SGC, SBM Level
of Practice, and SRC

DATE : September 5, 2017

1. The field is hereby informed of the conduct of Review-Workshop on Important Elements of SBM: SGC, SBM Level of Practice, and SRC on **September 14, 2017** at NAKAYAMA Function Hall, Auroa-Bataan Sts., Digos City. The participants to this training are those mentioned above.
2. The Review-Workshop will be facilitated by the Division SBM Task Force together with the M&E Education Program Specialist and the Planning and Research Senior Education Program Specialist.
3. The school heads are requested to bring laptop, extension wire, and hard or soft copy of all available data relative to the preparation of the School Report Card (SRC) to be used during the workshop.
4. Travel expenses and the registration fee of three hundred seventy pesos (PhP 370.00) per school head-participant which covers lunch and 2 snacks shall be chargeable against school MOOE while the same amount of registration fee per Division Personnel-participant which covers their lunch and 2 snacks shall be chargeable against Division INSET/MOOE Funds subject to the usual accounting and auditing rules and regulations.
5. The training will be from 8:00AM to 12:00PM and 1:00PM to 5:00PM. Everyone is expected to be at the venue on the above specified time.
6. For guidance and compliance.

Schools Division Office of Digos City

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SEP 06 2017 TIME: 12:41 PM

