




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



DIVISION MEMORANDUM
 No. 678, s. 2017

TO : Chief Education Supervisors
 Division SBM Task Force
 Public Schools District Supervisors
 School Heads of Public Secondary Schools/Senior High School
 School Heads of DiCNHS Annexes and Extension High Schools
 School Heads of Public Elementary Schools

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

SUBJECT : Timelines on Compliance with SBM-related Documents and Activities

DATE : September 18, 2017

1. This is to inform the field especially the school heads of the timelines for complying SBM-related documents and activities per agreement by the participants during the Review-Workshop on Important Elements of SBM: School Governing Council (SGC), SBM Level of Practice, School Report Card (SRC) held at DASURBACO Bldg., Digos City last September 14, 2017, to wit:

SBM-related Documents and Activities	Timelines
1. Organization of School SBM Task Force	within the month of September 2017
2. Submission of the List of School SBM Task Force	October 6, 2017
3. School Report Card (SRC) for October 2017 (both hard and soft copies; soft copy to be uploaded at a link upon instruction by the Central Office; hard copies to be posted in school and to be distributed to stakeholders copy furnished the Division Office)	October 6, 2017
4. Establishment of School SBM Corner	whole month of October 2017
5. Organization/Reorganization of School Governing Council (SGC)	during MPRE time
6. Submission of List of SGC Officials & Members	a week after MPRE
7. School Assessment of SBM Level of Practice	up to first week of November 2017
8. Division Validation of School SBM Level of Practice	second week of November 2017 onwards

2. The Division SBM Coordinator shall take custody of all submitted SBM documents after proper receipt by the Records Section.
3. For guidance and compliance.

SCHOOLS DIVISION OF DIGOS CITY
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 Date: SEP 19 2017 Time: 10:06 AM
