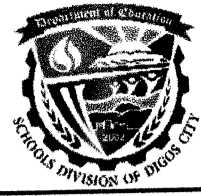




Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



December 15, 2017

**DIVISION MEMORANDUM**  
No. 1046, s. 2017

**COMPOSITION AND FUNCTIONS OF DIVISION SBM CORE GROUP**

TO: Division CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
All Public Elementary School Principals/Head Teachers/SICs  
All Public Secondary School Principals  
OICs of Secondary Annexes and Extension Classes  
Principal of Digos City Senior High School Stand Alone

1. In reference to Division Memorandum No. 580 s. 2016 *Assignment of Division AIP, SIP, PPMP and APP Checkers and District/Cluster SBM Coordinators/Focal Persons*) and Division Memorandum No. 356, s. 2017 *Reiteration of and Addendum to Division Advisory No. 070, s.2017 re Assignment of Public Schools District Supervisors (PSDS) as Checkers of the Enhanced School Improvement Plan (E-SIP), Annual Implementation Plan (AIP), Annual Procurement Plan (APP), and Project Procurement Management Plan (PPMP)*, this is to inform the field that the composition of the Division SBM Core Group is as follows:

Division SBM Task Force (Div. SGOD Chief, SBM Coordinator, Task Force Member)  
District SBM In-Charge (1 Public Schools District Supervisor per district)  
District SBM Coordinators (1 School Head per district)  
Cluster SBM Focal Person (1 School Head from the cluster of schools handled by 1 Public Schools District Supervisor)

2. The list of names of the members of the Division SBM Core Group is in the attached file of this memorandum.
3. The roles and responsibilities of the Division SBM Core Group are the following, to wit:

**SGOD Chief**

Oversee SBM activities in the division

**Division SBM Coordinator**

Act as the focal person and liaison officer for SBM in the division in relation to SBM implementation

Take the lead in:

- gathering accurate and reliable data and in analyzing and interpreting the same;
- submitting regular quarterly reports on the status of SBM implementation to the Regional SBM Coordinator; and
- initiating collaborative meetings with schools and other stakeholders to

maintain effective partnerships.

Assist the SDS/ASDS in:

- formulating and implementing the Division Work Plan for technical assistance to the schools;
- disseminating central, regional, and division initiatives for school improvement;
- supervising SBM roll-out to ensure compliance to the guidelines and standards;
- maintaining data-based system on the schools' level of SBM implementation along the four principles;
- monitoring the progress of SBM levels of practice and in giving technical assistance to the schools for schools' continuing improvement; and
- defining the roles and functions of the Division SBM Task Force.

Coordinate and support the national and regional coordinated and initiated programs, activities, projects, and special events.

#### **Division SBM Task Force Member**

Act as the support staff for SBM in the division in relation to SBM implementation.

Assist the Division SBM Coordinator in:

- gathering accurate and reliable data and in analyzing and interpreting the same;
- submitting regular quarterly reports on the status of SBM implementation to the Regional SBM Coordinator; and
- initiating collaborative meetings with schools and other stakeholders to maintain effective partnerships.

Coordinate with the Division SBM Coordinator in assisting the SDS/ASDS in:

- formulating and implementing the Division Work Plan for technical assistance to the schools;
- disseminating central, regional, and division initiatives for school improvement;
- supervising SBM roll-out to ensure compliance to the guidelines and standards;
- maintaining data-based system on the schools' level of SBM implementation along the four principles;
- monitoring the progress of SBM levels of practice and in giving technical assistance to the schools for schools' continuing improvement; and
- defining the roles and functions of the Division SBM Task Force.

Coordinate and support the national and regional coordinated and initiated programs, activities, projects, and special events.

#### **District SBM In-charge**

Act as the focal person and liaison officer for SBM in the district in relation to SBM implementation

Coordinate with the Division SBM Task Force in matters concerning SBM

#### **District/Cluster SBM Coordinators/Focal Person**

Attend meetings/conferences called for and assist in designing schemes on how to effectively implement SBM activities to each of the school in the district/cluster of assignment

Assist in tracking the progress and quality of work in the implementation of SBM activities

Communicate SBM-related information and concerns to their respective district/cluster

whenever necessary

Provide the Division SBM Task Force and the District SBM In-Charge with feedback on SBM matters that need immediate action

4. All other Division issuances and provisions which are inconsistent with this Memorandum are hereby rescinded.
5. For information, guidance and compliance.



**WINNIE E. BATOON, EdD**  
Officer in Charge

Office of the Schools Division Superintendent

References: DepEd/Division Memorandum  
EAH: Composition and Functions of Division SBM Core Group  
14 December 2017

DepEd Schools Division of Digo

RELEASED 13384

DATE: DEC 18 2017 TIME: 9:25 AM

BY: 

## DIVISION SBM CORE GROUP

**Division SBM Task Force**

SGOD Chief : **Sollie B. Oliver, MATE, LLB**  
 SBM Coordinator : **Evangeline A. Hernan**  
 Task Force Member : **Ida I. Juezan**

**Digos Occidental District**

District SBM In-Charge : **Helen A. Casimiro**  
 District SBM Coordinator : **Julieto C. Trazo**

Cluster	School	Name of School Head
1 PSDS: Zenaida G. Guya	Digos City Central ES Casildo Nonol ES Lungag ES Matti National High School Mahayahay ES Ranao ES Remedios Saplala ES	Jessica G. Lucero Renato Calipayan Felzev Lloyd C. Sayson Aimee C. Porto Elegio L. Planas Jonathan C. Almacin Jonathan E. Rellon
<b>Cluster 1 SBM Focal Person: Jessica G. Lucero</b>		
2 PSDS: Helen A. Casimiro	Arcaflor Maniapao ES Colorado ES Domingo Abawag ES Dulangan ES Jolencio Alberca ES Pedro V. Basalan ES	Nelson Lucero Peter Paul Deiparine Rebecca Lorelie P. Deiparine Allen Joseph R. Malahay Mary Joy B. Fortun Julieto C. Trazo
<b>Cluster 2 SBM Focal Person: Mary Joy B. Fortun</b>		
3 PSDS: Rosalinda C. Adlaon	Balabag ES Damñas ES DiCNHS- Balabag High School Annex Federico Alferez ES Goma National High School Ruparan ES Ruparan National High School	Joel A. Cartajena Celedonia Alabado Rexie Pancho Wilson D. Catingub Rogan G. Adanza Tita T. Heramis Edberto A. Real
<b>Cluster 3 SBM Focal Person: Tita T. Heramis</b>		
<b>Cluster SBM Focal Person for Secondary Schools in Digos Occidental: Edberto A. Real</b>		

**Digos Oriental District**

District SBM In-Charge : **Patriotiso O. Peñas**  
 District SBM Coordinator : **Antonia S. Jumawan**

<b>Cluster</b>	<b>School</b>	<b>Name of School Head</b>
<b>1</b> PSDS: Patriotiso O. Peñas	Bagumbuhay ES Don Mariano Marcos ES Isaac Abalayan ES Kibanban ES San Miguel ES	Mylene G. Samonte Erlito T. Damo Jacqueline A. Jaum Zandria M. Sy Angelito C. Villagonzalo
<b>Cluster 1 SBM Focal Person: Jacqueline A. Jaum</b>		
<b>2</b> PSDS: Cherry Rossette E. Oliva	Ramon Magsaysay Central ES Aplaya ES Badiang ES Cogon ES Pedro Garcia ES	Merilyn T. Salboro Antonia S. Jumawan Liberty Sosas Joy Baulete Elecel Adam
<b>Cluster 2 SBM Focal Person: Merilyn T. Salboro</b>		
<b>3</b> PSDS: Ferna Renira T. Alde	Dawis ES Dawis National High School DiCNHS- Aplaya High School Ext Classes Igpit ES DiCNHS-Igpit High School Annex	Roberto Jalalon Efren M. Durano Felipe Degamo Jr. Mario M. Andales Eugene C. Sayson
<b>Cluster 3 SBM Focal Person: Mario M. Andales</b>		
<b>Cluster SBM Focal Person for Secondary Schools in Digos Oriental: Eugene C. Sayson</b>		

**Mt. Apo District**

District SBM In-Charge : **Arlene P. Barba**  
 District SBM Coordinator : **Aldin Barsalote Jr.**

Cluster	School	Name of School Head
1 PSDS: Ely G. Cataluña	Apolandia ES Kapatagan National High School Marawer ES Necensio Isidro ES Rizal Central ES	Rowelem V. Rosima Elizabeth R. Bueron Cesar Gevera Dann Becamon Edsel Nacua
<b>Cluster 1 SBM Focal Person: Edsel Nacua</b>		
2 PSDS: Arlene P. Barba	Binaton ES G. Reusora Central ES Mati ES Soong ES DiCNHS- Soong High School Annex	Inda D. Nacua Aldin Barsalote Jr Juvy B. Salise Raquel Ramos Alan Tizon
<b>Cluster 2 SBM Focal Person: Inda D. Nacua</b>		
<b>Cluster SBM Focal Person for Secondary Schools in Mt. Apo District: Elizabeth R. Bueron</b>		

**Schools with No Cluster**

School	SBM Focal Person
Digos City National High School	<b>Datu Roger A. Manapol</b>
Digos City Senior High School Stand Alone	<b>Raquel L. Cedeño</b>