



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



January 7, 2020

DIVISION MEMORANDUM


No. 007, series of 2020

ATTENDANCE IN THE DEEPENING OF SBM, CI, AND WATCH IMPLEMENTATIONS AND SHARING OF BEST PRACTICES

TO: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors – (CID&SGOD)
Concerned Public Schools District Supervisors
Division SBM Coordinator
Division CI Coordinator
Concerned School Heads
Concerned Teacher

1. In reference to unnumbered Regional Memorandum entitled “Deepening of SBM, CI, and WATCH Implementations and Sharing of Best Practices” dated December 4, 2019, the concerned personnel are hereby directed to attend the said activity on **January 30-31, 2020 at the Division of Davao Oriental.**
2. The activity aims to deepen understanding on how SBM, CI, and WATCH are being implemented in schools and share best practices to inspire other school heads to replicate those in their respective schools.
3. Attached are the list of participants, unnumbered Regional Memorandum, mechanics explaining the details and the timeline of the activities.
4. Lunch and snacks (AM and PM) of Day 1 (January 30, 2020) shall be charged against the HRTD funds of the Regional Office while travel and other incidental expenses incurred from Day 0 (January 29, 2020) up to Day 2 (January 31, 2020) shall be charged against their respective local funds, all are subject to the usual accounting and auditing rules and regulations.
5. For your information, guidance and compliance.


CRISTY C. EPE, CESE
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
49480
DATE: 09 JAN 2020 TIME: 10:47
BY: 

Encls:
References: As stated
To be indicated in the Perpetual Index under the following subjects:
GOVERNANCE SBM CI WATCH

ROM: Attendance in the Deepening of SBM, CI, and WATCH Implementations and Sharing of Best Practices
07 January, 2020



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LIST OF PARTICIPANTS

Name	Office/School
1. CRISTY C. EPE, CESE	Schools Division Office
2. MELANIE P. ESTACIO, PhD	Schools Division Office
3. SOLLIE B. OLIVER, JD, MATE	Schools Division Office
4. EVANGELINE A. HERNAN	Schools Division Office
5. IDA I. JUEZAN	Schools Division Office
6. FERNA RENIRA ALDE	Schools Division Office
7. PATRIOTISO PEÑAS	Schools Division Office
8. ALDIN BARSALOTE	G. REUSORA ELEM. SCHOOL
9. EDSEL NACUA	RIZAL CENTRAL ELEM. SCHOOL
10. MYLENE SAMONTE	IGPIT ELEM. SCHOOL
11. ANTONIA JUMAWAN	DON MARIANO MARCOS ELEM. SCHOOL
12. RAQUEL CEDENO	RUPARAN NATIONAL HIGH SCHOOL
13. AIMEE AMOR PORTO	MATTI NATIONAL HIGH SCHOOL
14. MARIO ANDALES	APLAYA ELEM. SCHOOL
15. BERNARDINO P. MAGNO, JR.	DIGOS CITY NATIONAL HIGH SCHOOL

Encls:

References: As stated

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Address: F. Torres St., Davao City (8000)
Contact/Telefax Numbers: (082) 291-1665/(082) 221-6147

Email: region11@deped.gov.ph
Website: www.depedrxi.ph

MEMORANDUM

To : All Schools Division Superintendents
All Functional Division Chiefs

Subject: DEEPENING OF SBM, CI, AND WATCH IMPLEMENTATIONS
AND SHARING OF BEST PRACTICES

Date : December 4, 2019

DepEd Schools Division of Digos City
RECORDS SECTION
 RECEIVED 49480
DATE: DEC 11 2019 TIME: 5:45
BY:

In line with the agreement made during the 3rd Quarter Meeting with the Division SBM Coordinators, the deepening of School-Based Management (SBM), Continuous Improvement (CI), and We Advocate Time Consciousness and Honesty (WATCH) Implementations shall be conducted on December 6, 2019. However, due to conflict of schedules, the said activity will be re-scheduled on **January 30-31, 2020** at the province of Davao Oriental. This activity aims to deepen understanding on how SBM, CI, and WATCH are being implemented in schools and share best practices to inspire other school heads to replicate those in their respective schools.

All Schools Division Offices (SDOs) are enjoined to participate in all the activities including the planning conferences that will be conducted to ensure its successful conduct. Attached are the mechanics explaining the details and the timeline of the activities, for your reference.

Lunch and snacks (am and pm) of Day 1 (January 30, 2020) shall be charged against the HRTD funds of the Regional Office while travel and other incidental expenses incurred from day 0 (January 29, 2020) up to day 2 (January 31, 2020) shall be charged against their respective local funds, all are subject to the usual accounting and auditing rules and regulations.

Should you have queries regarding the specific details of the said activity, please contact the Field Technical Assistance Division (FTAD) at (082) 224-0749, attention: *Dr. Mary Jeanne B. Aldeguer, Chief ES or Ronnie S. Mercado, EPS-FTAD.*

For information and dissemination.

DEPARTMENT OF EDUCATION
REGION XI
RECEIVED
DATE: 12-11-19 TIME: 4:05
19/2-0749
Enclosure: As stated.
ROF2/rsm

EVELYN R. FETALVERO, CESO IV
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Empowerment Adaptability Goal-oriented Leadership Excellence

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Deepening on SBM, CI, and WATCH Implementations and Sharing of Best Practices

A. General Mechanics (SBM, CI, WATCH presentations):

1. This activity shall be conducted on January 30-31, 2020. Day 0 is January 29, 2020, Day 1 is January 30, 2020, and Day 2 is January 31, 2020.
2. Each SDO shall select their presenters from the elementary or secondary schools whose SBM Best Practices are worthy of being emulated and benchmarked by the other school heads in attendance. No presenters of the previous SBM summit shall be allowed. However, they can still present but only if they will be chosen for CI and WATCH implementations.
3. The presenters for WATCH and CI shall be selected by the Regional Office preferably those schools awarded in the national level for WATCH implementations and schools that successfully implemented CI projects.
4. There shall be 11 Best Practice Presentations for SBM; 3 for Project WATCH; and 3 for CI projects. A total of 17 Presentations for a 1-day event.

5. Day1 (January 30, 2020)

AM Session-Plenary: Includes the opening program and the discussions on SBM, CI, and WATCH implementation with the invited speakers.

PM Session-Breakaway: Three breakaway sessions shall be formed

- a. Group 1 – 4 SBM Presentations, 1 WATCH presentation, and 1 CI presentation.
- b. Group 2 – 4 SBM Presentations, 1 WATCH presentation, and 1 CI presentation.
- c. Group 3 – 3 SBM Presentations, 1 WATCH presentation, and 1 CI presentation.

Day 2 (January 31, 2020)

School Visit – At least 2 SBM Level III schools shall be visited on January 31, 2020. The participants are the selected school heads from the different SDOs, Division SBM Coordinators, Division key officials, and the invited visitors/reactors.

6. The presentation should be in two (2) parts. Part 1 is the introduction to be delivered by the concerned school head for 3-5 minutes. Part 2 is the video presentation of the Best Practices of the school for 7-10 minutes. Each presenter shall be provided with one (1) reactor.
7. Reactions and comments shall be given every after the presentation. One reactor per presentation which shall be given at least 7 to 10 minutes to deliver his/her piece.
8. Host Division shall put-up Display Booths that will showcase the different practices, activities, and MOVs in the implementation of SBM, CI, and WATCH from at least 5 SBM Level III schools.
9. Each SDO shall send the following participants to wit:

a. SBM Presenter	-	1;
b. WATCH Presenter (To be identified by the RO)	-	1 (pre-selected);
c. CI Presenter (To be identified by the RO)	-	1 (pre-selected);
d. School Heads	-	6;
e. Division SBM Coordinator	-	1;

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f. Division CI/WATCH Coordinator	-	1;
g. Public Schools District Supervisors	-	2;
h. CID/SGOD Chiefs	-	1; and
i. SDS and ASDS	-	2.
Total	-	16

B. Dagmay or the compilations of Best Practices

1. *Dagmay is a coffee-table book which contains the compilation of best practices in the implementations of SBM, CI, and WATCH in schools in Region XI. It was first published in 2017 through the initiative of Dr. Mary Jeanne B. Aldeguer, Chief ES, FTAD and the Regional SBM Coordinator of that time, Dr. Basilio S. Mana-ay, Jr., the current Officer In-Charge of the Office of the Assistant Schools Division Superintendent of Davao City. For this year, another edition of Dagmay is longed to be released before 2019 comes to end. This compilation aims to replicate the Best Practices from 1 school to another and to promote strong collaborations and strengthen implementations of SBM principles among schools in the region.*
2. Two (2) Best Practices (1 ES and 1 HS) per SDO shall be submitted on or before December 6, 2019 at the Field Technical Assistance Division (FTAD), ROXI, Davao City including the SDS message and picture.
3. **Format**
 - I. *Introduction – The school's situation/context prior to the implementation of the program, projects, and activities. It should include how the improvement area was identified and why it was considered to be the top most priority of the school.*
 - II. *Description of the Best Practice/Methodology of the practice and photo documentations – It should include the description and how the practice was being done/implemented in the school with attached photos and other documentations. The project proponents should also be included here and how they were able to come-up with the idea.*
 - III. *Impact to the School System and Performance – Discussion of the end-result of the implemented project/s including the data that will support the increase in the performance of the school or in the learning outcomes. Stakeholders' interview on the impact of the project and their satisfaction should also be included here.*
 - IV. *Recommendations and Future Directions – Recommendations and the plan on how the school can sustain the implementation of the project/practice. It should include the strategies to be undertaken to ensure continuity and long-term implementation even if the school head will be assigned to other stations.*
4. **Layout**
 - a. Font style is "Times New Roman"
 - b. Font Size is 12
 - c. A4
 - d. No. of pages per Best Practice/School is 4

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Working Committees

Over-All Chair	-	Dr. Evelyn R. Fetalvero, CESO V	-	OIC-Regional Director
Vice Chair	-	Dr. Maria Ines C. Asuncion, CESO V	-	OIC-Asst. Regional Director
Members	-	Dr. Lorenzo E. Mendoza, CESO VI	-	SDS, Davao Oriental
	-	Dr. Reynaldo M. Guillena, CESO V	-	SDS, Mati City
	-	Dr. Alona C. Uy	-	ASDS, Davao Oriental
	-	Dr. Maria Genevieve T. Francisquite	-	ASDS, Mati City
Event Manager	-	Dr. Mary Jeanne B. Aldeguer	-	Chief, FTAD
Event Facilitators-	-	Mr. Ronnie S. Mercado	-	EPS, FTAD/SBM Coordinator
	-	Dr. Nelmalyn I. Barnija	-	PSDS/Detailed, FTAD
	-	Ms. Julieta S. Nicolas	-	ADAS, FTAD

Committee		Names	Designation	Office/SDO
I. Program and Invitations	Chair:	Liezie C. Padua	SBM Coordinator	Mati City
	Co-Chair:	Boubert G. Dumagan	SBM Coordinator	Davao del Sur
	Members:	School Head/SDO personnel		
II. Venue and Hall Preparation	Chair:	Juanito S. Lapeceros	SBM Coordinator	Comval
	Co-Chair:	Ma. Luz S. Tan	SBM Coordinator	Davao City
	Members:	School Head/SDO personnel		
III. Stage Decorations	Chair:	Nelmalyn I. Bernija	PSDS/Detailed	FTAD
	Co-Chair:	Lilia J. Ortillano	SBM Coordinator	Davao City
	Members:	School Head/SDO personnel		
IV. Usherettes and Lei	Chair:	Josephine G. Lastrado	SBM Coordinator	Davao Oriental
	Co-Chair:	Ma. Victoria M. Dumdum	SBM Coordinator	Samal City
	Members:	School Head/SDO personnel		
V. Documentation	Chair:	Ma. Luz Tan	SBM Coordinator	Davao City
	Co-Chair:	Lilia J. Ortillano	SBM Coordinator	Tagum City
	Members:	School Head/SDO personnel		
VI. Registration	Chair:	Elenita L. Bernales	SBM Coordinator	Davao Occ.
	Co-Chair:	Ma. Victoria M. Dumdum	SBM Coordinator	Samal City
	Members:	School Head/SDO personnel		
VII. Display Booth/Theme	Chair:	Ramel I. Pilo	SBM Coordinator	Davao del Norte
	Co-Chair:	Keren T. Luma	SBM Coordinator	Panabo City
	Members:	School Head/SDO personnel		
VIII. Awards and Certificates	Chair:	Liezie C. Padua	SBM Coordinator	Mati City
	Co-Chair:	Bernalyn I. Bernija	PSDS/Detailed	FTAD
	Members:	School Head/SDO personnel		
IX. Dagmay	Chair:	Ronnie S. Mercado	SBM Coordinator	FTAD
	Co-Chair:	Nelma Lyn R. Barnija		FTAD
	Members:	Rommel M. Pecajas		
X. Safety and Security	Chair:	Keren T. Luma	SBM Coordinator	Panabo City
	Co-Chair:	Juanito S. Lapeceros	SBM Coordinator	ComVal
	Members:	School Head/SDO personnel		
XI. Secretariat	Chair:	Lilian S. Libre	SBM Coordinator	Davao City
	Co-Chair:	Elenita S. Bernales	SBM Coordinator	Davao Occ.
	Members:	Julieta S. Nicolas	ADAS	FTAD
		School Head/SDO personnel		

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