



Office of the City Schools  
Division Superintendent

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



Tel. (082) 553-8375 |  
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February 3, 2020

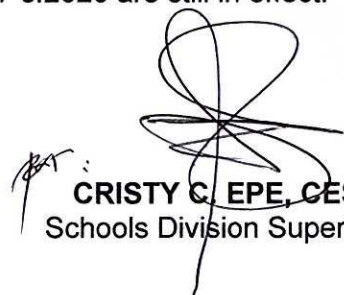
**DIVISION MEMORANDUM**

No. 082, series of 2020

**CORRIGENDUM TO DIVISION MEMORANDUM NO.007 SERIES 2020 RE ATTENDANCE IN  
THE DEEPENING OF SBM, CI, AND WATCH IMPLEMENTATION  
AND SHARING OF BEST PRACTICES**

TO: OIC-Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors- CID and SGOD  
Public Schools District Supervisors  
Concerned School Heads  
Concerned Teachers

1. In reference to the attached unnumbered Regional Memorandum dated January 24, 2020 entitled *New Schedule of the Deepening of SBM, CI and WATCH Implementation and Sharing of Best Practices*, all concerned are directed to note the following:
  - a. The schedule of the above-named activity is February 12-13, 2020;
  - b. The venue is at the Division of Davao Oriental;
  - c. The list of participants is hereto attached. Some participants are to be represented due to the conduct of Division Orientation on Prime-HRM (Program to Institutionalize Meritocracy and Excellence in Human Resource Management);
  - d. The SBM and CI Presenters are Mr. Aldin Barsalote Jr and Mr. Bernardino Magno Jr, respectively;
  - e. All other provisions of Division Memorandum No.007 s.2020 are still in effect.
2. For information, guidance and compliance.

  
CRISTY C. EPE, CESE  
Schools Division Superintendent

Reference: Regional memorandum

EAH: Corrigendum to Division Memorandum No.007 s2020 re Attendance in the Deepening of SBM, CI and WATCH

Implementation and Sharing of Best Practices

03 February 2020

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
49480  
DATE: FEB 04 2020 TIME: 11:20

BY: 



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**LIST OF PARTICIPANTS TO THE DEEPENING OF SBM, CI AND WATCH IMPLEMENTATION  
AND SHARING OF BEST PRACTICES**

	<b>Name</b>	<b>Representative</b>	<b>Office/School</b>
1.	Cristy C. Epe, CESE	Elizabeth Bueron	SHS in Digos City
2.	Melanie P. Estacio, PhD	Joel Cartajena	Balabag ES
3.	Sollie B. Oliver, JD	Jose Israel Maravilles	SDO-SGOD
4.	Evangeline A. Hernan	Inda D. Nacua	Digos City Central ES
5.	Ida I. Juezan		SDO-CID
6.	Ferna Renira Alde	Melvin Anthony Sabio	DiCNHS
7.	Patriotiso Penas	Mishel Cadungog	Kibanban ES
8.	Aldin Barsalote Jr		G. Reusora Central ES
9.	Edsel Nacua		Rizal Central ES
10.	Mylene Samonte		Igpit ES
11.	Antonia Jumawan		Don Mariano Marcos ES
12.	Raquel Cedeno		Ruparan NHS
13.	Aimee Amor Porto		Matti NHS
14.	Mario Andales		Aplaya ES
15.	Bernardino Magno Jr.		DiCNHS
16.	Johannes Sabio		DiCNHS
17.	Arlene Bacamante		DiCNHS
18.	Francisco Cabrillos Jr		DiCNHS
19.	Myrell Dumigsi		DiCNHS





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 Website: [www.depedrox1.ph](http://www.depedrox1.ph)

**MEMORANDUM**


To : All Schools Division Superintendents

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

Date : January 24, 2020

In view of the request of the host School Division of Davao Oriental, please be informed that the Deepening of SBM, CI, and WATCH Implementations and Sharing of Best Practices which was scheduled on January 30-31, 2020 will be re-scheduled to February 12-13, 2020 at Mati, Davao Oriental (please see attached memorandum dated December 4, 2019 and the letter request for reference).

For information and dissemination.

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

DEPARTMENT OF EDUCATION ROXI  
 RECORDS SECTION  
**RELEASED**

Enclosure: As stated.  
 ROF2/rsm

1-27-20 1:45  
 2001-0541

*Empowerment Adaptability Goal-oriented Leadership Excellence*

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Document Number : ROXI-114  
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**MEMORANDUM**

DepEd Schools Division of Digos City  
**RECORDS SECTION**

To : All Schools Division Superintendents  
 All Functional Division Chiefs

**RECEIVED** 49480  
 DATE: DEC 11 2019 TIME: 5:45  
 BY: [Signature]

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

Date : December 4, 2019

In line with the agreement made during the 3<sup>rd</sup> 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 - ROXI  
**RECEIVED**  
 DATE: 12-11-19 TIME: 4:05  
 192-6749

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

Enclosure: As stated.  
 ROF2/rsm

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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             |
|                     | - | Dr. Mary Jeanne B. Aldeguer         | - | Chief, FTAD                 |
| Event Manager       | - | Mr. Ronnie S. Mercado               | - | EPS, FTAD/SBM Coordinator   |
| Event Facilitators- |   | Dr. Nelmalyn I. Barnija             | - | PSDS/Detailed, FTAD         |
|                     |   | Ms. Julieta S. Nicolas              | - | ADAS, FTAD                  |

Committee		Names	Designation	Office/SDO
I. Program and Invitations	Chair:	Liezle 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:	Liezle 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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