



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



February 7, 2020

DIVISION MEMORANDUM  
No. 106, series of 2020

**DESIGNATION ORDER**  
**Division School-Based Management (SBM) Co-Focal Person**

TO : PETER-JASON C. SENARILLOS  
Senior Education Program Specialist  
Social Mobilization and Networking  
School Governance and Operations Division

In the exigency of the service, you are hereby designated as the **Division School-Based Management (SBM) Co-Focal Person**. With this, you shall have the following duties and responsibilities:

1. Act as the support staff for SBM implementation through the Division SBM Program tagged as ESBEE-M (Empowering Schools, Building Excellent and Engaging Milieu) as indicated in the Division Basic Education Development Plan (DBEDP) for 2018-2022 which is further detailed into four (4) component programs namely #ESIP (Eskwelahang Segurado Imong Paglambo), Speed Up to Level Up, SGC: Kapartner Natin and Performance Ko, I-report Ko.
2. Assist the Division SBM Coordinator in:
  - monitoring the implementation of the SIP/AIP of schools;
  - validating the SBM level of practice of schools;
  - capacitating schools in organizing and operationalizing their School Governing Council;
  - ensuring the dissemination of School Report Cards to school stakeholders;
  - gathering accurate and reliable data and in analyzing and interpreting the same;
  - submitting reports on SBM implementation;
  - initiating collaborative meetings with schools and other stakeholders to maintain effective partnerships.
  - giving technical assistance to the schools in general on SBM implementation;
  - initiating SBM learning and development sessions; and
  - disseminating central, regional, and division initiatives for school's continuing improvement;
3. Attend SBM-related trainings in behalf of the Division SBM Coordinator in cases when the latter is indisposed of for health reasons.
4. Coordinate and support the national and regional coordinated and initiated programs, activities, projects, and special events.

This designation shall take effect immediately and remain in effect unless otherwise revoked or rescinded.

  
**CRISTY C. EPE**

Schools Division Superintendent

EAH: Designation Order - Division School-Based Management (SBM) Specialist  
07 February 2020

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

**RELEASED**  
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