



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DIGOS CITY

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**  
**No. 533, s.2020**

November 6, 2020

**ONLINE ORIENTATION OF SCHOOL HEADS AND SCHOOL SBM  
COORDINATORS ON SBM ASSESSMENT PROCESS AND TOOL**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Division SBM Coordinator  
Division Planning and Research SEPS  
Division School Monitoring and Evaluation EPS II  
All Public Schools District Supervisors  
School Heads of Public Elementary and Secondary Schools  
All School SBM Coordinators  
All Others Concerned

1. Republic Act No. 9155 known as *Governance of Basic Education Act of 2001* stipulates that schools shall have a single aim of providing the best possible basic education for all learners. There is therefore a need for schools to review and assess their practices to effectively address gaps and eventually to better implement programs, projects, activities, and initiatives. One of the enabling policies on School-Based Management is the conduct of Assessment of Level of Practice.
2. In order for school teams to be capacitated, an Online Orientation of School Heads and School SBM Coordinators on Assessment Process and Tool shall be conducted on November 11, 2020 from 1:00PM to 4:30PM. The main participants to this activity are the Public Schools District Supervisors, School Heads, and School SBM Coordinators.
3. The participants are expected to be online during the whole duration of the activity. The link to the orientation is [meet.google.com/qok-vorp-agz](https://meet.google.com/qok-vorp-agz). Further, participants are directed to be ready with the necessary data which are specified in the assessment tool given to them in advance. The certificate of participation shall be awarded to the participants only upon completion of the online evaluation; link to this shall be provided by the Division School M&E EPS-II Mr. Eleser Mateo after the orientation session.
4. Attached is the Activity Matrix for guidance.
5. Travel expenses, internet connection, and other incidental expenses incurred by the participants coming from the school level shall be charged against School Funds, while expenses of the district supervisors and



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division personnel shall be chargeable to Division funds, both subject to the existing accounting and auditing rules and regulations.

6. For guidance and compliance.



**CRISTY C. EPE**

Schools Division Superintendent

*[Handwritten initials]*  
11/9/20

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

**RELEASED** 20-64099

DATE: 10 NOV 2020 TIME: 9:45 AM

BY: *[Handwritten signature]*



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**Online Orientation of School Heads and School SBM Coordinators  
on Assessment Process and Tool of SBM Level of Practice**

November 11, 2020 1:00PM-4:30PM

**ORIENTATION MATRIX**

<b>Time</b>	<b>Activity/Topic</b>	<b>Person Responsible</b>
1:00-1:15	Online Registration	
1:15-1:45	Prefatory Phil. National Anthem                      AVP Prayer    AVP Himno Digosenyo                              AVP  Welcome Message and Rationale  Word of Inspiration  Message	<b>Evangeline A. Hernan</b> EPS, Div SBM Coordinator  <b>Basilio P. Mana-ay Jr., EdD</b> ASDS  <b>Cristy C. Epe</b> SDS
1:45-2:15	Walkthrough on the Different PIs	<b>Xavier S. Fuentes</b> SEPS, Planning and Research
2:15-4:15	Orientation Proper (Discussion and Workshop) Assessment Process and Tool	<b>Ronnie S. Mercado</b> Regional SBM Coordinator Resource Person
4:15-4:30	Online Evaluation          Closing Prayer          Moderator:  Evangeline A. Hernan EPS, Div SBM Coordinator	<b>Eleser Mateo</b> Division M&E EPS-II & Participants          Participant



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