



Republic of the Philippines
Department of Education

REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024- 420

To : **Cherrie Anne B. Bohol**
SGOD-EPS

Reyzen O. Monserate
SGOD-SEPS in SMME

Subject : **PARTICIPATION IN THE CONDUCT OF CAPACITY-BUILDING ON
THE REVISED SCHOOL-BASED MANAGEMENT (SBM)
GUIDELINES**

Date : July 16, 2024

In reference to Regional Memorandum FTAD-2024-017, dated July 9, 2024, re: "Participation in the Conduct of Capacity Building on the Revised School-Based Management (SBM) Guidelines", this Office directs the above-mentioned personnel to attend the said activity on **July 22-25, 2024** at **RELC-NEAP, General Santos City**.

To confirm participant's attendance, kindly access this link: <https://bit.ly/SBMCapBuild-REG> five days before the schedule of the activity.


Travel and other incidental expenses relative to the conduct of the activity shall be charged to local funds subject to the usual accounting and auditing rules and procedures.

Immediate dissemination of this Memorandum is desired.


MELANIE P. ESTACIO

OIC- Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RECEIVED
DATE: JUL 17 2024 TIME: 1:07 PM
BY: 

Enclosed: As stated.
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Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education
 DAVAO REGION

DepEd Schools Division of Digos
 RECORDS SECTION

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Office of the Regional Director

REGIONAL MEMORANDUM
 FTAD-2024-017

To : Schools Division Superintendents
 Chiefs of Functional Divisions

Subject: PARTICIPATION IN THE CONDUCT OF CAPACITY-BUILDING ON
 THE REVISED SCHOOL-BASED MANAGEMENT (SBM) GUIDELINES

Date : July 9, 2024

This is to inform the field of the Memorandum DM-OUHROD-2024-1271 dated July 01, 2024 entitled "Participation in the Conduct of Capacity Building on the Revised School-Based Management (SBM) Guidelines" on July 22-25, 2024 at RELC-NEAP, General Santos City. (Refer to Annex A: Schedule & List of expected participants)

Enclosed in this memo are the following:

- a. Annex A: Schedule & List of Expected Participants
- b. Annex B: Indicative Program of Activities

Expected participants to the said activity are the ff.:

- a. (1) RO FTAD Chief, (1) RO SBM Coordinator
- b. (11) SGOD Chiefs
- c. (11) SDO SBM Coordinators

To confirm participant's attendance, kindly access this link:
<https://bit.ly/SBMCapBuild-Reg> five (5) days before the schedule of the conduct of activity.

Expenses for the board and lodging of the participants, travel of FTAD personnel & other administrative cost incurred relative to the conduct of the activity shall be charged against FTAD RO Funds, while travel expenses of SDO participants are chargeable to their respective local funds, subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is desired.

DEPARTMENT OF EDUCATION
 RECORDS SECTION
RELEASED

Digitally signed by
 Farnazo Allan Gabriel
 Date: 2024.07.14
 14:39:25 +08'00'
ALLAN G. FARNAZO
 Director IV [Signature]

Enclosed: As stated. BY: [Signature]
 ROF1/abj

DATE: July 16, 2024
 34526



Address: F. Torres St., Davao City (8000)
 Telephone Nos.: (082) 291-1665; (082) 221-6147
 Email Address: region11@deped.gov.ph
 Website: www.depedroxi.ph

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Republika ng Pilipinas
Department of Education

**OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

**MEMORANDUM
DM-OUHROD-2024-1271**

**TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

FROM : WILFREDO E. CABRAL
*Regional Director
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development*

**SUBJECT : PARTICIPATION IN THE CONDUCT OF CAPACITY-BUILDING
ON THE REVISED SCHOOL-BASED MANAGEMENT (SBM)
GUIDELINES**

DATE : 01 July 2024

The issuance of DepEd Order 007, s. 2024, Policy Guidelines on the Implementation of the Revised School-Based Management (SBM) System, sets the Department of Education in the direction toward a revitalized approach to the implementation of SBM. In the revised guidelines, the SBM emphasizes **self-assessment for self-improvement** as a core message in nurturing a school culture that promotes effective and efficient practice of school processes.

With this new policy direction in place, the Bureau of Human Resource and Organizational Development (BHROD) through the School Effectiveness Division (SED) shall conduct a series of capacity-building activities with the primary purpose of capacitating key DepEd field office personnel in providing technical assistance on change management.

To provide guidance on the scope of the activity, as well as instructions about the administrative and logistical arrangements for this undertaking, all concerned personnel are encouraged to observe and adhere to the following attachments:

- **Annex A: Schedule and List of Expected Participants**
- **Annex B: Indicative Program of Activities**



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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| Effectivity | 03.23.23 | Page | 1 of 4 |



For administrative concerns, please take note of the following:

1. Travel expenses of the CO Management Team shall be charged against **AR No: 2024-CO-01402 with activity code: AC-24-BHROD-SED-OPDntp-P001**; while travel expenses of the participants shall be charged to local funds.
2. For Board and Lodging and Meal Arrangements, kindly refer to the table below:

| Day | Breakfast | AM Snack | Lunch | PM Snack | Dinner | Board and Lodging |
|-----|-----------|----------|-------|----------|--------|-------------------|
| 0 | | | | ✓ | ✓ | ✓ |
| 1 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 3 | ✓ | ✓ | ✓ | | | |

Day 0: Arrival/ Check-in starts at 2:00 PM Onwards | Day 3: Check-out until 12 noon only

3. All participants are expected to **bring their laptops** as workshop activities shall be accomplished electronically. Bringing of personal extension cord is not mandatory, but ideal.
4. To confirm participant's attendance, kindly access this link: <https://bit.ly/SBMCapBuild-Reg> five (5) days before the schedule of the conduct of the activity.
5. All expenses are subject to the existing accounting and auditing rules and regulations.

For clarifications and other concerns, you may contact the BHROD-SED at telephone number (02) 8633-5397 or through email address at **bhrod.sed@deped.gov.ph**

For your information and appropriate action.

[BHROD-SED/Aquino]

Annex A.

Schedule and List of Participants

| Cluster | Field Participants | Designation | Venue | Inclusive Dates |
|---------|-----------------------|--|-----------------------------------|--------------------|
| 1 | Region 6 Region 11 | (1) RO FTAD Chief (1) RO SBM Coordinator (1) SGOD Chief (1) SDO SBM Coordinator | NEAP-RELC, General Santos City | Jul 22-25, 2024 |
| 2 | Region 7 Region 8 | (1) RO FTAD Chief (1) RO SBM Coordinator (1) SGOD Chief (1) SDO SBM Coordinator | Ecotech, Cebu City | Jul 29-Aug 1, 2024 |
| 3 | Region 4B NCR | (1) RO FTAD Chief (1) RO SBM Coordinator (1) SGOD Chief (1) SDO SBM Coordinator | NCR (TBD) | Aug 5-8, 2024 |
| 4 | Region 4A Region 5 | (1) RO FTAD Chief (1) RO SBM Coordinator (1) SGOD Chief (1) SDO SBM Coordinator | Ecotech, Cebu City | Aug 12-15, 2024 |
| 5 | Region 1 Region 2 | (1) RO FTAD Chief (1) RO SBM Coordinator (1) SGOD Chief (1) SDO SBM Coordinator | Baguio Teachers' Camp | Aug 27-30, 2024 |
| 6 | Region 9 Region 10 | (1) RO FTAD Chief (1) RO SBM Coordinator (1) SGOD Chief (1) SDO SBM Coordinator | NEAP RELC, General Santos City | Sept 3-6, 2024 |
| 7 | Region 3 CAR | (1) RO FTAD Chief (1) RO SBM Coordinator (1) SGOD Chief (1) SDO SBM Coordinator | Baguio Teachers' Camp | Sept 10-13, 2024 |
| 8 | Region 12 CARAGA | (1) RO FTAD Chief (1) RO SBM Coordinator (1) SGOD Chief (1) SDO SBM Coordinator | NEAP RELC, General Santos City | Sept 16-19, 2024 |

Note: All SDO SGOD Chiefs and SBM Coordinators are expected to attend the activity.

Annex B.*Indicative Program of Activities***Specific Objectives of the Capacity Building Activity**

- Transition the understanding of FTAD and SGOD on SBM from DO 83, s. 2012 to DO 007, s. 2024
- Discuss salient features of DO 007, s. 2024
- Equip participants with change management skills to support SBM Implementation

| Start | End | Activity |
|--|------------|--|
| Day 0 - Arrival /Check-in (2:00 PM onwards Afternoon) | | |
| Day 1 | | |
| 8:30 AM | 9:00 AM | Registration |
| 9:00 AM | 9:30 AM | Preliminaries |
| 9:30 AM | 10:00 AM | Objectives and Context Setting |
| 10:00 AM | 10:10 AM | Health Break |
| 10:10 AM | 12:00 NN | Looking Back: DepEd 83, s. 2012 |
| 12:00 NN | 1:00 PM | Lunch break |
| 1:00 PM | 1:30 PM | Ice breaker |
| 1:30 PM | 3:00 PM | Understanding DepEd Order 007, s. 2024 |
| 3:00 PM | 3:10 PM | Health Break |
| 3:10 PM | 5:00 PM | Continuation: Understanding DepEd Order 007, s. 2024 |
| Day 2 | | |
| 8:30 AM | 9:00 AM | Ice Breaker and MOL |
| 9:00 AM | 10:00 AM | Session: Leading Change* |
| 10:00 AM | 10:10 AM | Health Break |
| 10:10 AM | 11:00 AM | Continuation of Session: Leading Change* |
| 11:00 AM | 11:30 NN | Synthesis |
| 11:30 NN | 12 Noon | Administrative Announcements |
| 1:00 PM | 1:15 PM | Ice breaker |
| 1:15 PM | 3:15 PM | Session: Building Connections* |
| 3:15 PM | 3:25 PM | Health break |
| 3:25 PM | 5:15 PM | Session: Nurturing a Results-based Culture* |
| 5:15 PM | 5:30 PM | Administrative Announcements |
| Day 3 | | |
| 8:30 AM | 9:00 AM | Ice breaker and MOL |
| 9:00 AM | 10:00 AM | Culminating Activity |
| 10:00 AM | 10:10 AM | Health break |
| 10:10 AM | 10:30 AM | Continuation: Culminating Activity |
| 10:30 AM | 11:00 AM | Closing Ceremony |
| 11:00 AM | 12:00 Noon | Departure/ Check-Out until 12:00 Noon Only |