DIVISION MEMORANDUM
No. G08, s. 2017

TO : Division SBM Task Force
     SGOID OIC-Chief-
     SBM Coordinator
     Member-
     Public Schools District Supervisors
     Mrs. Zenaida G. Guya
     Mrs. Helen A. Casimiro
     Mrs. Rosalinda A. Adlaoan
     Mr. Patriotiso O. Peñas
     Mrs. Cherry Rossette E. Oliva

     Division M & E EPS
     Mrs. Maria C. Jadloc

     Division Planning and Research SEPS
     Mr. Xavier S. Fuentes

FROM : WINNIE E. BATOON, Ed.D.
       Officer-In-Charge
       Office of the Schools Division Superintendent

SUBJECT : Review-Workshop on Important Elements of SBM: SGC, SBM Level of Practice, and SRC

DATE : September 5, 2017

1. The field is hereby informed of the conduct of Review-Workshop on Important Elements of SBM: SGC, SBM Level of Practice, and SRC on September 14, 2017 at NAKAYAMA Function Hall, Auroa-Bataan Sts., Digos City. The participants to this training are those mentioned above.

2. The Review-Workshop will be facilitated by the Division SBM Task Force together with the M&E Education Program Specialist and the Planning and Research Senior Education Program Specialist.

3. The school heads are requested to bring laptop, extension wire, and hard or soft copy of all available data relative to the preparation of the School Report Card (SRC) to be used during the workshop.

4. Travel expenses and the registration fee of three hundred seventy pesos (Php 370.00) per school head-participant which covers lunch and 2 snacks shall be chargeable against school MOOE while the same amount of registration fee per Division Personnel-participant which covers their lunch and 2 snacks shall be chargeable against Division INSET/MOE Funds subject to the usual accounting and auditing rules and regulations.

5. The training will be from 8:00AM to 12:00PM and 1:00PM to 5:00PM. Everyone is expected to be at the venue on the above specified time.

6. For guidance and compliance.