December 15, 2017

DIVISION MEMORANDUM
No. JDE, s. 2017

COMPOSITION AND FUNCTIONS OF DIVISION SBM CORE GROUP

TO: Division CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
All Public Elementary School Principals/Head Teachers/SICs
All Public Secondary School Principals
OICs of Secondary Annexes and Extension Classes
Principal of Digos City Senior High School Stand Alone

1. In reference to Division Memorandum No. 580 s. 2016 Assignment of Division AIP, SIP, PPMP and APP Checkers and District/Cluster SBM Coordinators/Focal Persons) and Division Memorandum No. 356, s. 2017 Reiteration of and Addendum to Division Advisory No. 070, s.2017 re Assignment of Public Schools District Supervisors (PSDS) as Checkers of the Enhanced School Improvement Plan (E-SIP), Annual Implementation Plan (AIP), Annual Procurement Plan (APP), and Project Procurement Management Plan (PPMP), this is to inform the field that the composition of the Division SBM Core Group is as follows:

   Division SBM Task Force (Div. SGOD Chief, SBM Coordinator, Task Force Member)
   District SBM In-Charge (1 Public Schools District Supervisor per district)
   District SBM Coordinators (1 School head per district)
   Cluster SBM Focal Person (1 School Head from the cluster of schools handled by 1
   Public Schools District Supervisor)

2. The list of names of the members of the Division SBM Core Group is in the attached file of this memorandum.

3. The roles and responsibilities of the Division SBM Core Group are the following, to wit:

   **SGOD Chief**
   Oversee SBM activities in the division

   **Division SBM Coordinator**
   Act as the focal person and liaison officer for SBM in the division in relation to SBM implementation

   Take the lead in:
   - gathering accurate and reliable data and in analyzing and interpreting the same;
   - submitting regular quarterly reports on the status of SBM implementation to the Regional SBM Coordinator; and
   - initiating collaborative meetings with schools and other stakeholders to
maintain effective partnerships.
Assist the SDS/ASDS in:
- formulating and implementing the Division Work Plan for technical assistance to the schools;
- disseminating central, regional, and division initiatives for school improvement;
- supervising SBM roll-out to ensure compliance to the guidelines and standards;
- maintaining data-based system on the schools' level of SBM implementation along the four principles;
- monitoring the progress of SBM levels of practice and in giving technical assistance to the schools for schools' continuing improvement; and
- defining the roles and functions of the Division SBM Task Force.

Coordinate and support the national and regional coordinated and initiated programs, activities, projects, and special events.

Division SBM Task Force Member
Act as the support staff for SBM in the division in relation to SBM implementation.

Assist the Division SBM Coordinator in:
- gathering accurate and reliable data and in analyzing and interpreting the same;
- submitting regular quarterly reports on the status of SBM implementation to the Regional SBM Coordinator; and
- initiating collaborative meetings with schools and other stakeholders to maintain effective partnerships.

Coordinate with the Division SBM Coordinator in assisting the SDS/ASDS in:
- formulating and implementing the Division Work Plan for technical assistance to the schools;
- disseminating central, regional, and division initiatives for school improvement;
- supervising SBM roll-out to ensure compliance to the guidelines and standards;
- maintaining data-based system on the schools' level of SBM implementation along the four principles;
- monitoring the progress of SBM levels of practice and in giving technical assistance to the schools for schools' continuing improvement; and
- defining the roles and functions of the Division SBM Task Force.

Coordinate and support the national and regional coordinated and initiated programs, activities, projects, and special events.

District SBM In-charge
Act as the focal person and liaison officer for SBM in the district in relation to SBM implementation

Coordinate with the Division SBM Task Force in matters concerning SBM

District/Cluster SBM Coordinators/Focal Person
Attend meetings/conferences called for and assist in designing schemes on how to effectively implement SBM activities to each of the school in the district/cluster of assignment

Assist in tracking the progress and quality of work in the implementation of SBM activities

Communicate SBM-related information and concerns to their respective district/cluster

House 1002, Lopez Jaena Street, Zone II, Digos City 9600
Tel: 082-555-8300 / 555-8301 / 555-8302 / 555-8303 / 555-8304 / 555-8305
Fax: 082-555-8306 / 082-555-8307 / www.1101.gov.ph / digos.city@1101.gov.ph
whenever necessary

Provide the Division SBM Task Force and the District SBM In-Charge with feedback on SBM matters that need immediate action

4. All other Division issuances and provisions which are inconsistent with this Memorandum are hereby rescinded.

5. For information, guidance and compliance.

Winnie E. Batoon, EdD
Officer in Charge
Office of the Schools Division Superintendent

References: DepEd/Division Memorandum
EAH: Composition and Functions of Division SBM Core Group
14 December 2017
## DIVISION SBM CORE GROUP

### Division SBM Task Force
- **SGOD Chief**: Sollie B. Oliver, MATE, LLB
- **SBM Coordinator**: Evangeline A. Hernan
- **Task Force Member**: Ida I. Juezan

### Digos Occidental District
- **District SBM In-Charge**: Helen A. Casimiro
- **District SBM Coordinator**: Julieto C. Trazo

<table>
<thead>
<tr>
<th>Cluster</th>
<th>School</th>
<th>Name of School Head</th>
</tr>
</thead>
</table>

### Cluster 1 SBM Focal Person: Jessica G. Lucero

### Cluster 2 SBM Focal Person: Mary Joy B. Fortun

### Cluster 3 SBM Focal Person: Tita T. Heramis

**Cluster SBM Focal Person for Secondary Schools in Digos Occidental**: Edberto A. Real

---

Roxas Street cor. Lopez Jaena Street, Zone 2, Digos City 8002 Ph: (082) 553-8366 | (082) 553-8376 | (082) 553-8170 | (082) 553-8375
E: (082) 553-8366 | (082) 553-8375 | www.digoscity.gov.ph | digos.city@loopeled.gov.ph
<table>
<thead>
<tr>
<th>Cluster</th>
<th>School</th>
<th>Name of School Head</th>
</tr>
</thead>
</table>
| 1       | Bagumbuhay ES  
Don Mariano Marcos ES  
Isaac Abalayan ES  
Kibanban ES  
San Miguel ES | Myleene G. Samonte  
Erlito T. Damo  
Jacqueline A. Jaum  
Zandria M. Sy  
Angelito C. Villagonzalo |
|         | Ramon Magsaysay Central ES  
Aplaya ES  
Badiang ES  
Cogon ES  
Pedro Garcia ES | Merilyn T. Salboro  
Antonia S. Jumawan  
Liberty Sosas  
Joy Baulete  
Eicel Adam |
| 2       | Dawis ES  
Dawis National High School  
DiCNHS- Aplaya High School Ext Classes  
Igpit ES  
DiCNHS-Igpit High School Annex | Roberto Jalalon  
Efren M. Durano  
Felipe Degamo Jr.  
Mario M. Andales  
Eugene C. Sayson |
|         | Clusters 3 SBM Focal Person: Mario M. Andales |

Cluster SBM Focal Person for Secondary Schools in Digos Oriental: Eugene C. Sayson
<table>
<thead>
<tr>
<th>Cluster</th>
<th>School</th>
<th>Name of School Head</th>
</tr>
</thead>
</table>
| 1       | Apolandia ES  
Kapatagan National High School  
Marawer ES  
Necensio Isidro ES  
Rizal Central ES | Rowelem V. Rosima  
Elizabeth R. Bueron  
Cesar Gevera  
Dann Becamon  
Edsel Nacua |
| Cluster 1 SBM Focal Person: Edsel Nacua |
| 2       | Binaton ES  
G. Reusora Central ES  
Mati ES  
Soong ES  
DiCNHS- Soong High School Annex | Inda D. Nacua  
Aldin Barsalote Jr  
Juvy B. Salise  
Raquel Ramos  
Alan Tizon |
| Cluster 2 SBM Focal Person: Inda D. Nacua |

Cluster SBM Focal Person for Secondary Schools in Mt. Apo District: Elizabeth R. Bueron

**Schools with No Cluster**

<table>
<thead>
<tr>
<th>School</th>
<th>SBM Focal Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digos City National High School</td>
<td>Datu Roger A. Manapol</td>
</tr>
<tr>
<td>Digos City Senior High School Stand Alone</td>
<td>Raquel L. Cedeño</td>
</tr>
</tbody>
</table>