December 15, 2017

CONFERENCE MEMORANDUM
No. DIV. (PUR) s. 2017

Conference of Division SBM Core Group

TO:
Division SBM Task Force
SGOD Chief
SGOD Coordinator
Task Force Member

Sollie B. Oliver, MATE, LLB
Evangeline A. Hermos
Ida I. Juezan

District SBM In-Charge
Digos Occidental District
Digos Oriental District
Mt. Apo District

Helen A. Casimiro
Patriotiso O. Peñas
Arlene P. Barba

District SBM Coordinators
Digos Occidental District
Digos Oriental District
Mt. Apo District

Julieto C. Trazo
Antonia S. Jumawan
Aldin Barsalote Jr.

Cluster SBM Focal Persons
Digos Occidental District

Jessica G. Lucero
Mary Joy B. Fortun
Tita T. Heramis
Edberto Real

Digos Oriental District

Jacqueline A. Jaum
Merilyn T. Salboro
Mario M. Andales
Eugene C. Sayson

Mt. Apo District

Edsel Nacua
Inda D. Nacua
Elizabeth R. Bueron

SBM Focal Persons for Schools with No Cluster
Digos City National High School
Datu Roger A. Manapol
Digos City Senior High School Stand Alone
Raquel L. Cedeño

1. You are hereby directed to attend the Half-Day Conference of Division SBM Core Group on Tuesday, December 19, 2017 at Ramon Magsaysay Central Elementary School Library.
2. Important SBM matters like planning on the conduct of Division Assembly of SBM Practitioners, among others, are to be discussed hence your attendance is required. The conference shall start at 1:00PM. Everyone is expected to come on time.

3. Snacks for the participants shall be served chargeable against Division INSET Funds while travel expenses shall be chargeable against school local funds subject to the usual accounting and auditing rules and regulations.

4. Attached is the copy of Conference Matrix.

5. For information, guidance and compliance

WINNIE E. BATOON, EdD
Officer-in-Charge
Office of the Schools Division Superintendent

References: None
EAH: Conference of Division SBM Core Group
15 December 2017
## CONFERENCE MATRIX

**Venue:** RMCES Library  
**Date:** December 19, 2017 (1:00PM)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity/Topic</th>
<th>Person Responsible</th>
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| 1:00-1:15  | Arrival/Registration                                                           | Mr. Julieto C. Trazo  
District SBM Coordinator |
| 1:15-1:30  | Prefatory Activities                                                          |                                          |
|            | Prayer-                                                                        | Mrs. Antonia Jumawan  
District SBM Coordinator |
|            | Welcome Message & Rationale                                                   | Mrs. Sollie B. Oliver, MATE, LLB  
SGOD Chief |
|            | Message-                                                                       | Winnie E. Batoon, EdD  
Officer-In-Charge  
Office of the SDS |
| 1:30-2:30  | Gathering of feedback, Sharing of best practices/insights, Clearing of gray areas on the preparation of AIP, APP, and PPMP | Mrs. Ida I. Juezan  
PSDS, SBM TF Member |
| 2:30-4:45  | Planning for the Conduct of Division Assembly of SBM Practitioners              | Mrs. Evangeline A. Hernan  
EPS, SBM Coordinator |
| 4:45-5:00  | Closure                                                                        |                                          |
|            | Distribution of Certificates                                                  | Mr. Aldin Barsalote Jr.  
District SBM Coordinator |
|            | Closing Prayer-                                                                |                                          |