DIVISION MEMORANDUM
No. 007, series of 2020

ATTENDANCE IN THE DEEPENING OF SBM, CI, AND WATCH IMPLEMENTATIONS AND SHARING OF BEST PRACTICES

TO:
OIC – Assistant Schools Division Superintendent
Chief Education Supervisors – (CID&SGOD)
Concerned Public Schools District Supervisors
Division SBM Coordinator
Division CI Coordinator
Concerned School Heads
Concerned Teacher

1. In reference to unnumbered Regional Memorandum entitled “Deepening of SBM, CI, and WATCH Implementations and Sharing of Best Practices” dated December 4, 2019, the concerned personnel are hereby directed to attend the said activity on January 30-31, 2020 at the Division of Davao Oriental.

2. The activity aims to deepen understanding on how SBM, CI, and WATCH are being implemented in schools and share best practices to inspire other school heads to replicate those in their respective schools.

3. Attached are the list of participants, unnumbered Regional Memorandum, mechanics explaining the details and the timeline of the activities.

4. Lunch and snacks (AM and PM) of Day 1 (January 30, 2020) shall be charged against the HRTD funds of the Regional Office while travel and other incidental expenses incurred from Day 0 (January 29, 2020) up to Day 2 (January 31, 2020) shall be charged against their respective local funds, all are subject to the usual accounting and auditing rules and regulations.

5. For your information, guidance and compliance.

Cristy C. Efe, CESE
Schools Division Superintendent

Ends:
References: As stated
To be indicated in the Perpetual Index under the following subjects:
GOVERNANCE SBM CI WATCH

ROM: Attendance in the Deepening of SBM, CI, and WATCH Implementations and Sharing of Best Practices
07 January, 2020

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DATE: 09 JAN 2020 TIME: 10:47

BY:
# LIST OF PARTICIPANTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Office/School</th>
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<tbody>
<tr>
<td>1. CRISTY C. EPE, CESE</td>
<td>Schools Division Office</td>
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<tr>
<td>2. MELANIE P. ESTACIO, PhD</td>
<td>Schools Division Office</td>
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<td>3. SOLLIE B. OLIVER, JD. MATE</td>
<td>Schools Division Office</td>
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<td>4. EVANGELINE A. HERNAN</td>
<td>Schools Division Office</td>
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<td>5. IDA I. JUEZAN</td>
<td>Schools Division Office</td>
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<td>6. FERNA RENIRA ALDE</td>
<td>Schools Division Office</td>
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<td>7. PATRIOTISO PENAS</td>
<td>Schools Division Office</td>
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<td>8. ALDIN BARSALOTE</td>
<td>G. REUSORA ELEM. SCHOOL</td>
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<td>9. EDSEL NACUA</td>
<td>RIZAL CENTRAL ELEM. SCHOOL</td>
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<td>10. MYLENE SAMONTE</td>
<td>IGPIT ELEM. SCHOOL</td>
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<td>11. ANTONIA JUMAWAN</td>
<td>DON MARIANO MARCOS ELEM. SCHOOL</td>
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<td>12. RAQUEL CEDENO</td>
<td>RUPARAN NATIONAL HIGH SCHOOL</td>
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<td>13. AIMEE AMOR PORTO</td>
<td>MATTI NATIONAL HIGH SCHOOL</td>
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<td>14. MARIO ANDALES</td>
<td>APLAYA ELEM. SCHOOL</td>
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<td>15. BERNARDINO P. MAGNO, JR.</td>
<td>DIGOS CITY NATIONAL HIGH SCHOOL</td>
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MEMORANDUM

To: All Schools Division Superintendents
All Functional Division Chiefs

Subject: DEEPENING OF SBM, CI, AND WATCH IMPLEMENTATIONS
AND SHARING OF BEST PRACTICES

Date: December 4, 2019

In line with the agreement made during the 3rd Quarter Meeting with the Division SBM
Coordinators, the deepening of School-Based Management (SBM), Continuous Improvement (CI),
and We Advocate Time Consciousness and Honesty (WATCH) implementations shall be conducted
on December 6, 2019. However, due to conflict of schedules, the said activity will be re-scheduled on
January 30-31, 2020 at the province of Davao Oriental. This activity aims to deepen understanding
on how SBM, CI, and WATCH are being implemented in schools and share best practices to inspire
other school heads to replicate those in their respective schools.

All Schools Division Offices (SDOs) are enjoined to participate in all the activities including
the planning conferences that will be conducted to ensure its successful conduct. Attached are the
mechanics explaining the details and the timeline of the activities, for your reference.

Lunch and snacks (am and pm) of Day 1 (January 30, 2020) shall be charged against the
HRTD funds of the Regional Office while travel and other incidental expenses incurred from day 0
(January 29, 2020) up to day 2 (January 31, 2020) shall be charged against their respective local
funds, all are subject to the usual accounting and auditing rules and regulations.

Should you have queries regarding the specific details of the said activity, please contact the
Field Technical Assistance Division (FTAD) at (082) 224-0749, attention: Dr. Mary Jeanne B.
Aldeguer, Chief ES or Ronnie S. Mercado, EPS-FTAD.

For information and dissemination,

EVELYN R. FETALVERO, CESO IV
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Empowerment Adaptability Goal-oriented Leadership Excellence
Deepening on SBM, CI, and WATCH Implementations and Sharing of Best Practices

A. General Mechanics (SBM, CI, WATCH presentations):

1. This activity shall be conducted on January 30-31, 2020. Day 0 is January 29, 2020, Day 1 is January 30, 2020, and Day 2 is January 31, 2020.

2. Each SDO shall select their presenters from the elementary or secondary schools whose SBM Best Practices are worthy of being emulated and benchmarked by the other school heads in attendance. No presenters of the previous SBM summit shall be allowed. However, they can still present but only if they will be chosen for CI and WATCH implementations.

3. The presenters for WATCH and CI shall be selected by the Regional Office preferably those schools awarded in the national level for WATCH implementations and schools that successfully implemented CI projects.

4. There shall be 11 Best Practice Presentations for SBM; 3 for Project WATCH; and 3 for CI projects. A total of 17 Presentations for a 1-day event.

5. Day 1 (January 30, 2020)

AM Session-Plenary: Includes the opening program and the discussions on SBM, CI, and WATCH implementation with the invited speakers.

PM Session-Breakaway: Three breakaway sessions shall be formed

a. Group 1 – 4 SBM Presentations, 1 WATCH presentation, and 1 CI presentation.

b. Group 2 – 4 SBM Presentations, 1 WATCH presentation, and 1 CI presentation.

c. Group 3 – 3 SBM Presentations, 1 WATCH presentation, and 1 CI presentation.

Day 2 (January 31, 2020)

School Visit – At least 2 SBM Level III schools shall be visited on January 31, 2020. The participants are the selected school heads from the different SDOs, Division SBM Coordinators, Division key officials, and the invited visitors/reactors.

6. The presentation should be in two (2) parts. Part 1 is the introduction to be delivered by the concerned school head for 3-5 minutes. Part 2 is the video presentation of the Best Practices of the school for 7-10 minutes. Each presenter shall be provided with one (1) reactor.

7. Reactions and comments shall be given every after the presentation. One reactor per presentation which shall be given at least 7 to 10 minutes to deliver his/her piece.

8. Host Division shall put-up Display Booths that will showcase the different practices, activities, and MOVs in the implementation of SBM, CI, and WATCH from at least 5 SBM Level III schools.

9. Each SDO shall send the following participants to wit:

a. SBM Presenter - 1;

b. WATCH Presenter (To be identified by the RO) - 1 (pre-selected);

c. CI Presenter (To be identified by the RO) - 1 (pre-selected);

d. School Heads - 6;

e. Division SBM Coordinator - 1;

Empowerment Adaptability Goal-oriented Leadership Excellence
B. Dagmay or the compilations of Best Practices

1. Dagmay is a coffee-table book which contains the compilation of best practices in the implementations of SBM, CI, and WATCH in schools in Region XI. It was first published in 2017 through the initiative of Dr. Mary Jeanne B. Aldeguer, Chief ES, FTAD and the Regional SBM Coordinator of that time, Dr. Basilio S. Mama-ay, Jr., the current Officer In-Charge of the Office of the Assistant Schools Division Superintendent of Davao City. For this year, another edition of Dagmay is longed to be released before 2019 comes to end. This compilation aims to replicate the Best Practices from 1 school to another and to promote strong collaborations and strengthen implementations of SBM principles among schools in the region.

2. Two (2) Best Practices (1 ES and 1 HS) per SDO shall be submitted on or before December 6, 2019 at the Field Technical Assistance Division (FTAD), ROXI, Davao City including the SDS message and picture.

3. Format I. Introduction – The school’s situation/context prior to the implementation of the program, projects, and activities. It should include how the improvement area was identified and why it was considered to be the top most priority of the school.

II. Description of the Best Practice/Methodology of the practice and photo documentation – It should include the description and how the practice was being done/implemented in the school with attached photos and other documentation. The project proponents should also be included here and how they were able to come-up with the idea.

III. Impact to the School System and Performance – Discussion of the end-result of the implemented project/s including the data that will support the increase in the performance of the school or in the learning outcomes. Stakeholders’ interview on the impact of the project and their satisfaction should also be included here.

IV. Recommendations and Future Directions – Recommendations and the plan on how the school can sustain the implementation of the project/practice. It should include the strategies to be undertaken to ensure continuity and long-term implementation even if the school head will be assigned to other stations.

4. Layout
   a. Font style is “Times New Roman”
   b. Font Size is 12
   c. A4
   d. No. of pages per Best Practice/School is 4
### Working Committees

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
<th>Co-Chair</th>
<th>Members</th>
<th>Designation</th>
<th>Office/SDO</th>
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<tbody>
<tr>
<td>I. Program and Invitations</td>
<td>Liezle C. Padua</td>
<td>Boubert G. Dumagan</td>
<td>School Head/SDO personnel</td>
<td>SBM Coordinator</td>
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<td>SBM Coordinator</td>
<td>Davao del Sur</td>
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<td>II. Venue and Hall Preparation</td>
<td>Juanito S. Lapeceos</td>
<td>Ma. Luz S. Tan</td>
<td>School Head/SDO personnel</td>
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<td>III. Stage Decorations</td>
<td>Nelmaly J. Bernija</td>
<td>Lilia J. Ortillano</td>
<td>School Head/SDO personnel</td>
<td>SDS/Detailled FTAD</td>
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<td>Ma. Victoria M. Dumdum</td>
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<td>V. Documentation</td>
<td>Ma. Luz Tan</td>
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<td>Elena L. Bernales</td>
<td>Ma. Victoria M. Dumdum</td>
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<td>VII. Display Booth/Theme</td>
<td>Ramel I. Pilo</td>
<td>Karen T. Luna</td>
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<td>Bernalyn J. Bernaja</td>
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<td>School Head/SDO personnel</td>
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<td>IX. Dagmay</td>
<td>Ronnie S. Mercado</td>
<td>Rommel M. Pecajas</td>
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<td>Keren T. Luna</td>
<td>Juanito S. Lapeceos</td>
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<td>Julieta S. Nicolas</td>
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**Empowerment Adaptability Goal-oriented Leadership Excellence**

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- **Document Number**: BO03-114
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**Republic of the Philippines**
**DEPARTMENT OF EDUCATION**
**REGION XI**
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