



Office of the City Schools
Division Superintendent

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



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August 9, 2018

DIVISION MEMORANDUM

No. 702, series of 2018

REVISITING THE ASSESSMENT TOOL FOR SBM LEVEL OF PRACTICE

TO: SOLLIE B. OLIVER, MATE, LLB- SGOD Chief
BEVERLY S. DAUGDAUG, EdD- CID Chief

Attn: EVANGELINE A. HERNAN- EPS, Division SBM Coordinator
IDA I. JUEZAN- PSDS, Division SBM TF Member
All Public Schools District Supervisors
All Elementary and Secondary School Heads
All School SBM Coordinators

1. One of the component programs of ESBEE-M (Empowering Schools, Building Excellent and Engaging Milieu) as stated in the Division Education Development Plan (DEDP) of DepEd Digos City Division is *Speed Up to Level Up* which aims to increase schools' SBM level of practice. To attain this, there is a need to revisit the assessment tool as well as the indicated possible MOVs for schools to have unified understanding of the tool and on the proper conduct of assessment using the D-O-D (Document Analysis, Observation, Discussion).
2. In line with this, and in consideration that the schools shall be conducting assessment of their level of practice in September, you are hereby directed to gather the school heads together with their School SBM Coordinator for one-half day per cluster including the Junior High Schools and Senior High School in the cluster in order to revisit the tool mentioned above. The schedule of such activity is as follows:

Cluster of Schools as supervised by the specified PSDS	Date	Venue
Mrs. Rosalinda C. Adlaon	August 16, 2018 (AM)	Digos Occidental District Office
Mrs. Zenaida G. Guya	August 16, 2018 (PM)	Digos Occidental District Office
Dr. Ida I. Juezan & Mr. Neil D. Bongcayao	August 27, 2018 (PM)	DiCNHS
Mrs. Helen A. Casimiro	August 17, 2018 (PM)	Remedios Saplala ES
Mrs. Ferna Renira T. Alde	August 20, 2018 (PM)	San Miguel ES
Mr. Patriotiso O. Peñas	August 24, 2018 (PM)	Digos Oriental District Office
Mrs. Cherry Rossette P. Oliva	August 29, 2018 (PM)	Ramon Magsaysay CES
Miss Arlene P. Barba	August 30, 2018 (AM)	G. Reusora ES
Dr. Ely G. Cataluña	August 30, 2018 (PM)	G. Reusora ES



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3. Classes handled by the School District Coordinators are expected to be arranged by the respective school heads in order to avoid disruption of classes.
4. Travel expenses are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
5. For information, guidance and compliance.

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

References: DepEd Digos City DEDP
EAH: Revisiting the Assessment Tool for SBM Level of Practice
9 August 2018

