



Republic of the Philippines  
Department Of Education  
Region XI  
Schools Division of Panabo

7646

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

SGOD-2024-0334

To : Assistant Schools Division Superintendent  
Chief of the Schools Governance and Operations Division  
All Concerned

Subject: **PARTICIPATION IN THE CONDUCT OF CAPACITY-BUILDING ON THE REVISED SCHOOL-BASED MANAGEMENT (SBM) GUIDELINES**

Date: July 16, 2024

In reference to Regional Memorandum FTAD-2024-017, re: "Participation in the conduct of Capacity-Building on the Revised SBM Guidelines" on July 22-25, 2024, at RELC-NEAP, General Santos City.

The following personnel are to attend the said activity:

1. Keren T. Luma, PhD – Education Program Supervisor/  
SDO SBM Coordinator
2. Ronmar V. Jayoma – Senior Education Program Specialist

Please note that Mr. Jayoma will be attending in lieu of Ailene B. Añonuevo, PhD – Chief Education Supervisor of the Schools Governance and Operations Division (SGOD).

To confirm your attendance, you are instructed to access this link <https://bit.ly/SBMCapBuild-Reg> within five (5) days before the scheduled activity.

Travel expenses are chargeable against Division MOOE Funds, subject to the usual accounting and auditing rules and regulations.

For your information and compliance.

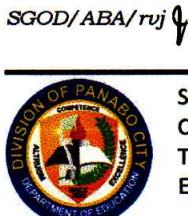
For and in the absence of the Schools Division Superintendent:

  
**BASILIO P. MANA-AY, JR., CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge

RELEASED

JUL 17 2024

RECORDS SECTION-SDO PANABO CITY



Schools Division Office of Panabo City  
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
Tel. Nos. (084)823 1469, (084) 628 4066  
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Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

Office of the Regional Director

**REGIONAL MEMORANDUM**

FTAD-2024-017

**To :** Schools Division Superintendents  
 Chiefs of Functional Divisions

**Subject:** **PARTICIPATION IN THE CONDUCT OF CAPACITY-BUILDING ON  
 THE REVISED SCHOOL-BASED MANAGEMENT (SBM) GUIDELINES**

**Date :** July 9, 2024

This is to inform the field of the Memorandum DM-OUHROD-2024-1271 dated July 01, 2024 entitled "Participation in the Conduct of Capacity Building on the Revised School-Based Management (SBM) Guidelines" on July 22-25, 2024 at RELC-NEAP, General Santos City. (Refer to Annex A: Schedule & List of expected participants)

Enclosed in this memo are the following:

- a. Annex A: Schedule & List of Expected Participants
- b. Annex B: Indicative Program of Activities

Expected participants to the said activity are the ff.:

- a. (1) RO FTAD Chief, (1) RO SBM Coordinator
- b. (11) SGOD Chiefs
- c. (11) SDO SBM Coordinators

To confirm participant's attendance, kindly access this link:  
<https://bit.ly/SBMCapBuild-Reg> five (5) days before the schedule of the conduct of activity.

Expenses for the board and lodging of the participants, travel of FTAD personnel & other administrative cost incurred relative to the conduct of the activity shall be charged against FTAD RO Funds, while travel expenses of SDO participants are chargeable to their respective local funds, subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is desired.

DEPARTMENT OF EDUCATION

RECORDS SECTION

**RELEASED**

Digitally signed by  
 Farnazo Allan Gabriel  
 Date: 2024.07.14  
 14:39:25 +08'00'

**ALLAN G. FARNAZO**

Director IV

Enclosed: As stated. BY:  
 ROFI/aby

*July 16, 2024*  
 34526

Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-1665; (082) 221-6147  
 Email Address: region11@deped.gov.ph  
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Doc. Ref. Code: ROADM-FTAD Rev. 00  
 Date: 07.01.24 Page 1 of 1





Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM DM-OUHROD-2024-1271

TO : **REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED**

FROM : **WILFREDO E. CABRAL**  
*Regional Director  
Officer-in-Charge, Office of the Undersecretary  
Human Resource and Organizational Development*

SUBJECT : **PARTICIPATION IN THE CONDUCT OF CAPACITY-BUILDING  
ON THE REVISED SCHOOL-BASED MANAGEMENT (SBM)  
GUIDELINES**

DATE : 01 July 2024

The issuance of DepEd Order 007, s. 2024, Policy Guidelines on the Implementation of the Revised School-Based Management (SBM) System, sets the Department of Education in the direction toward a revitalized approach to the implementation of SBM. In the revised guidelines, the SBM emphasizes **self-assessment for self-improvement** as a core message in nurturing a school culture that promotes effective and efficient practice of school processes.

With this new policy direction in place, the Bureau of Human Resource and Organizational Development (BHROD) through the School Effectiveness Division (SED) shall conduct a series of capacity-building activities with the primary purpose of capacitating key DepEd field office personnel in providing technical assistance on change management.

To provide guidance on the scope of the activity, as well as instructions about the administrative and logistical arrangements for this undertaking, all concerned personnel are encouraged to observe and adhere to the following attachments:

- **Annex A: Schedule and List of Expected Participants**
- **Annex B: Indicative Program of Activities**

For administrative concerns, please take note of the following:

1. Travel expenses of the CO Management Team shall be charged against **AR No: 2024-CO-01402 with activity code: AC-24-BHROD-SED-OPDNTP-PO01**; while travel expenses of the participants shall be charged to local funds.
2. For Board and Lodging and Meal Arrangements, kindly refer to the table below:

Day	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Board and Lodging
0				✓	✓	✓
1	✓	✓	✓	✓	✓	✓
2	✓	✓	✓	✓	✓	✓
3	✓	✓	✓			

*Day 0: Arrival/ Check-in starts at 2:00 PM Onwards | Day 3: Check-out until 12 noon only*

3. All participants are expected to **bring their laptops** as workshop activities shall be accomplished electronically. Bringing of personal extension cord is not mandatory, but ideal.
4. To confirm participant's attendance, kindly access this link: <https://bit.ly/SBMCapBuild-Reg> five (5) days before the schedule of the conduct of the activity.
5. All expenses are subject to the existing accounting and auditing rules and regulations.

For clarifications and other concerns, you may contact the BHROD-SED at telephone number (02) 8633-5397 or through email address at **bhrod.sed@deped.gov.ph**

For your information and appropriate action.

*[BHROD-SED/Aquino]*

**Annex A.****Schedule and List of Participants**

<b>Cluster</b>	<b>Field Participants</b>	<b>Designation</b>	<b>Venue</b>	<b>Inclusive Dates</b>
1	<b>Region 6</b>	(1) RO FTAD Chief (1) RO SBM Coordinator (1) SGOD Chief (1) SDO SBM Coordinator	NEAP-RELC, General Santos City	Jul 22-25, 2024
	<b>Region 11</b>			
2	<b>Region 7</b>	(1) RO FTAD Chief (1) RO SBM Coordinator (1) SGOD Chief (1) SDO SBM Coordinator	Ecotech, Cebu City	Jul 29-Aug 1, 2024
	<b>Region 8</b>			
3	<b>Region 4B</b>	(1) RO FTAD Chief (1) RO SBM Coordinator (1) SGOD Chief (1) SDO SBM Coordinator	NCR (TBD)	Aug 5-8, 2024
	<b>NCR</b>			
4	<b>Region 4A</b>	(1) RO FTAD Chief (1) RO SBM Coordinator (1) SGOD Chief (1) SDO SBM Coordinator	Ecotech, Cebu City	Aug 12-15, 2024
	<b>Region 5</b>			
5	<b>Region 1</b>	(1) RO FTAD Chief (1) RO SBM Coordinator (1) SGOD Chief (1) SDO SBM Coordinator	Baguio Teachers' Camp	Aug 27-30, 2024
	<b>Region 2</b>			
6	<b>Region 9</b>	(1) RO FTAD Chief (1) RO SBM Coordinator (1) SGOD Chief (1) SDO SBM Coordinator	NEAP RELC, General Santos City	Sept 3-6, 2024
	<b>Region 10</b>			
7	<b>Region 3</b>	(1) RO FTAD Chief (1) RO SBM Coordinator (1) SGOD Chief (1) SDO SBM Coordinator	Baguio Teachers' Camp	Sept 10-13, 2024
	<b>CAR</b>			
8	<b>Region 12</b>	(1) RO FTAD Chief (1) RO SBM Coordinator (1) SGOD Chief (1) SDO SBM Coordinator	NEAP RELC, General Santos City	Sept 16-19, 2024
	<b>CARAGA</b>			

**Note:** All SDO SGOD Chiefs and SBM Coordinators are expected to attend the activity.

**Annex B.***Indicative Program of Activities***Specific Objectives of the Capacity Building Activity**

- Transition the understanding of FTAD and SGOD on SBM from DO 83, s. 2012 to DO 007, s. 2024
- Discuss salient features of DO 007, s. 2024
- Equip participants with change management skills to support SBM Implementation

Start	End	Activity
<b>Day 0 - Arrival /Check-in (2:00 PM onwards   Afternoon)</b>		
<b>Day 1</b>		
8:30 AM	9:00 AM	Registration
9:00 AM	9:30 AM	Preliminaries
9:30 AM	10:00 AM	Objectives and Context Setting
10:00 AM	10:10 AM	Health Break
10:10 AM	12:00 NN	Looking Back: DepEd 83, s. 2012
12:00 NN	1:00 PM	Lunch break
1:00 PM	1:30 PM	Ice breaker
1:30 PM	3:00 PM	Understanding DepEd Order 007, s. 2024
3:00 PM	3:10 PM	Health Break
3:10 PM	5:00 PM	Continuation: Understanding DepEd Order 007, s. 2024
<b>Day 2</b>		
8:30 AM	9:00 AM	Ice Breaker and MOL
9:00 AM	10:00 AM	Session: Leading Change*
10:00 AM	10:10 AM	Health Break
10:10 AM	11:00 AM	Continuation of Session: Leading Change*
11:00 AM	11:30 NN	Synthesis
11:30 NN	12 Noon	Administrative Announcements
1:00 PM	1:15 PM	Ice breaker
1:15 PM	3:15 PM	Session: Building Connections*
3:15 PM	3:25 PM	Health break
3:25 PM	5:15 PM	Session: Nurturing a Results-based Culture*
5:15 PM	5:30 PM	Administrative Announcements
<b>Day 3</b>		
8:30 AM	9:00 AM	Ice breaker and MOL
9:00 AM	10:00 AM	Culminating Activity
10:00 AM	10:10 AM	Health break
10:10 AM	10:30 AM	Continuation: Culminating Activity
10:30 AM	11:00 AM	Closing Ceremony
11:00 AM	12:00 Noon	<b>Departure/ Check-Out   until 12:00 Noon Only</b>