



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 No. 275 s. 2020

November 20, 2020

CONDUCT OF 2020 DIVISION SCHOOL - BASED MANAGEMENT CONGRESS

TO: Chief – Curriculum Implementation Division
 Chief – School Governance Operation Division
 Members of SDO SBM Task Force
 All Elementary School Heads
 All Secondary School Heads
 And All Other SDO Concerned Personnel

1. In view to the compliance to the Regional Memorandum No.365 s. 2020 re: Conduct of 2020 School - Based management Congress, SDO abra will conduct the Division SBM Congress on December 7, 2020 at 3rd floor SDO Conference with the theme, " School-Based Management: Propelling a Culture of Excellence."
2. The objectives of the activity are:
 - a. Share the exemplary initiatives of schools relative to School-Based Management.
 - b. Replicate SBM Practice learned from other schools,
 - c. Apply best inputs learned from the improvement of School-Based Management in their areas, and
 - d. Recognize SBM Level 2 (Maturing) schools
3. Participants to this activity are the following:
 - a. ASDS
 - b. CID and SGOD Chiefs
 - c. Members of SDO SBM Task Force
 - d. All schools under SBM Level 2 of Practice (to attend for face-to-face and virtual Congress)
 - e. School SBM Coordinators (to attend for face-to-face and virtual congress)
 - f. Ollyjoy Sulian, SBM Congress TWG and Other SDO Concerned Personnel
4. The Congress will be highlighted by sharing initiatives of the three selected school heads whose schools have reached SBM Level 2 of Practice and preparing for Level 3. Attached is the Matrix of activities (Enclosure 1), the guidelines and mechanics of presentation (Enclosure 2), the lists of participants (Enclosure 2).
5. Foods and incidental expenses for the activity shall be charged from SBM funds while travel expenses of the 20 School heads and school SBM Coordinators preparing for Level 3 shall be charged from local funds subject to COA rules and regulations.
6. Immediate dissemination of and strict compliance with this memorandum is directed.

GLORIA B. BUYA-AO
 Schools Division Superintendent



Address: Actividad-Economia St., Zone 2, Bangued, Abra
 Telephone No.: (074)614-6918
 Website: <http://www.depedabra.com>
 e-mail: abra@deped.gov.ph





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Enclosure 1 DM _____ s. 2020

Matrix of Activity
December 7, 2020
(Face to face and Live Stream)

Date	Activity	Facilitators
December 7, 2020 at 8:00AM	Registration	TWG
8:30 – 9:45	Opening Program <ul style="list-style-type: none"> • National Anthem • Prayer • Cordillera Hymn • Presentation of Participants • Welcome Remarks • Virtual Message 	AVP AVP AVP Ollyjoy Sulian HT3 Gloria B. Buya-ao SDS Estela L. Carino EdD, CESOIV DepEd Regional Director
9:45	Health Break	
10:00 – 12:00	Sharing of Initiatives <ul style="list-style-type: none"> • Congress Mechanics • Presentation of Reactors • Sharing/Presentation of Initiatives • Inputs/Suggestions/Recommendations • Awarding of Certificates 	Lorna B. Llana SEPS-SMME Jasmine P. Bringas Eugenio P. Millare Rico T. Tubadeza Reactors: ASDS Soraya Faculo, Chief Hedwig Belmes & Chief Lemuel Dickson Gloria B. Buya-Ao SDS



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	<ul style="list-style-type: none">• Acknowledgment• Closing Remarks	Lorna B. Llaneza Lemuel B. Dickson SGOD Chief
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Note:

Due to the restrictions implemented by Provincial AITF, the twenty school heads who were awarded during the Regional SBM Congress and preparing for the SBM Level 3 of Practice with their SBM Coordinators will be attending the face-to-face Congress while the rest of the schools heads under SBM Level 2 of Practice will be attending Live Stream of the congress. Certificates of Recognition of those who attended the live stream congress will be received at the SDS Office.





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Enclosure 2 of DM ____ s. 2020

Format and Guidelines of Presentation for SBM Presenters

A. Guidelines for Presentation

1. Two school heads from the elementary level, one school heads from secondary level and one school head from Integrated will present during the SBM Congress.
2. Schools to be recommended for the presentation must have undergone the Division and Regional validations with complete documents to prove they have qualified for SBM Level II accreditation.
3. Each presenter will prepare an audio-video presentation good for 8-10 minutes.
4. The audio-video presentation should follow the format:

4.1 Brief history of the school

4.2 Best practices along the 4 SBM indicators: Leadership and Governance, Curriculum and Instruction, Accountability and Continuous Improvement, Management of Resources.

4.3 Gains or effect of SBM Practices to the school, the stakeholders, the learners (Status of School Performance and Student Achievement because of SBM).

B. Mechanics of Presentation

Duration	In-Charge	What to Do
2 minutes	Session Manager	Greet the participants, reads the mechanics for the sessions, checks that all presenter, documenters, reactors, moderator and participants are in.
10 minutes	Presenter	Introduces oneself, name of school, PTA, SBM Coordinator, .plays audio-video presentation
4 minutes	Reactor	Gives feedback, clarifies areas needing elaboration, suggest inputs for improvement.
4 minutes	Moderator	Facilitates reactors' time and question and answer portion within time allotted.



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