



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

RELEASED  
NOV 10 2021  
DEPED-ABRA TIME 10:24

**DIVISION MEMORANDUM**

November 9, 2021

No. 396, series of 2021

**CONDUCT OF VIRTUAL 2021 SCHOOL-BASED MANAGEMENT ( SBM) CONGRESS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors in CID and SGOD  
SBM Task Force  
All Elementary & Secondary School Heads  
All SBM School Coordinators  
SBM Congress TWG  
All Others Concerned

1. Pursuant to Regional Memorandum 429 s. 2021 re: Conduct of the 2021 School-Based Management( SBM) Congress, SDO Abra SBM Congress is scheduled on December 2, 2021 with the theme, " Advancing through the New Normal: SBM Working in One Direction." The activity will be a virtual congress via Google Meet and Facebook live to faithfully comply with the required minimum health protocols and for the safety of our participants.
2. The objectives of the activity are as follows:
  - a. Share exemplary initiative relative to SBM;
  - b. Replicate SBM practices learned from other schools;
  - c. Apply best inputs learned for the improvement of school management; and
  - d. Recognize SBM Level 2 ( Maturing) and 3 ( Advance) schools.
3. Participants to this virtual activity are the following:
  - a. Samuel Egsaen Jr. – OIC-ASDS
  - b. Hedwig M. Belmes – CES-CID
  - c. Lemuel B. Dickson \_ CES- SGOD
  - d. SBM Task Force
  - e. Elementary and Secondary School Heads
  - f. SBM Coordinators
  - g. SBM Congress TWG
4. The congress shall be highlighted by:
  - a sharing initiatives of selected school heads as best practice presenters;
  - b. recognizing schools under SBM Level 3 and 3 validated for FY 2021 by SDO task Force and RFTAD.
5. Attachments to this memo are List of Awardees ( Enclosure A), Matrix of Activities ( Enclosure B), Guidelines and Mechanics of Presentations for SBM presenters ( Enclosure C), Working Committee/TWG ( Enclosure D), Presenters & Reactors ( Enclosure E), and Documentation Template ( Enclosure F).



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6. Foods of the reactors, TWG and presenters during the conduct of SBM Congress shall be charged against SBM fund downloaded by regional office subject to usual accounting and auditing rules and regulations.
7. Strict compliance and immediate dissemination of the memorandum is highly directed.

  
**BENILDA M. DAYTACA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent



*/SGOD-smme/DM-conduct of 2021 SBM Congress ..../*



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Enclosure A of DM \_\_\_\_\_ s. 2021

**List of SBM Level 3 Schools**

	School	School Head	SBM Coordinator	Date of Validation
1	Cristina B. Gonzalez MNHS	Jasmine P. Bringas	Jimmy Ann B. Guillermo	June 21-25, 2021
2	Don Rosalio Eduarte NHS	David P. Linggayo	Marifi F. Quodala	
3	Lagangilang CS	Rico T. Tubadeza Jr.	Mary Jane M. Lanas	
4	Cayapa NHS	Brenda L. Bose	Joanna O. Salor	
5	Villa San Isidro ES	Lailani P. Camello	Dante M. Perido	
6	Libtec ES	Prescila B. Tesoro		
7	An-Anaa IS	Eugenio P. Millare	Jansenn P. Millare	
8	San Gregorio ES	Cayetano B. Barcena	Meylyn A. Brub	
9	Luba CS	Emilia T. Garcia	Mia Jane G. Viernes	
10	Bucay CS	Gabriel B. Velasco	Vida G. Parel	
11	Daoidao ES	Nathaniel T. Dickson	Marissa R. Gumidam	
12	Don Rosalio Eduarte ES	Dahlia L. Sylvania	Sonia T. Ragonton	
13	Villaviciosa CS	Arthur G. Ferrer	William R. Collado	

**List of School Under SBM Level 2**

	School	School Head	SBM Coordinator	Date Validated
1	Tagodtod NHS	Cesari T. Santos	Glaisa C. Bautista	March 2021
2	Baay NHS	Hector S. Lopez	Olivia M. Masalay	June 21-25, 2021
3	Luzong NHS	Enrile B. Balais	Deborah B. Anselmo	June 21-25, 2021



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4	Cayapa ES	Jayfee G. Calubing	Blanca Flor V. Baisa	March 2021
5	Presentar ES	Paulina Corazon Gandeza	Angeina B. Biscarra	March 2021
6	Caridad Azares ES	Rubelita C. Almodobar	Catherine A. Artienda	March 2021
7	Nagtipulan ES	Anicia M. Bersalona	Rosemarie G. Torres	June 21-25, 2021
8	Metodio ES	Edsel Benedicto Q. Manangbao	Myrna L. Campos	March 2021
9	Canan ES	Marcelo A. Ton	Joanne A. Tamonte	March 2021
10	Sabnangan ES	Ricky D. Manuel	Melchor A. Valera	June 21-25, 2021
11	Botot ES	Bless C. Tabbenan	El Kevin Barillo	June 21-25, 2021
12	Bacag ES	Elmer M. Eguem	Grace Ann B. Laguicao	June 21-25, 2021
13	Lacub CS	Grace B. Baldemor	Jacqueline A. Viste	June 21-25, 2021
14	Pacoc ES	Virginia B. Dreu	Lorenzo T. Marquez	June 21-25, 2021
15	Baquero ES	Rafael E. Tejero	Rosemary B. Barbero	June 21-25, 2021

**SBM Level 2 Validated by SDO SBM Task Force**

	School	School Head	SBM Coordinator	Date Validated
	Sabnangan ES	Ma. Lourdes O. Blanca	Novelyn M. Bersamina	Oct.28, 2021
	Malibcong CS	Amalia D. Panabang	Hanna D. Camarao	Oct.29, 2021
	Liwang ES	Cristina M. Ollanas	Judy Ann B. Alunday	Oct.29, 2021

Note: Schools which will be validated before the SBM congress will be included as awardees



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Enclosure B of DM \_\_\_\_\_ s. 2021

**MATRIX OF ACTIVITIES**

**2021 SBM CONGRESS**  
**December 2, 2021- 8:30 AM**

- A. Pambansang Awit..... AVP
- B. Prayer ..... AVP
- C. Abra Hymn ..... AVP
- D. Words of Welcome ..... **Samuel Egsaen Jr.**  
OIC-Assistant Schools Division Superintendent
- E. Presentation of Participants ..... **Ollyjoy Sulian**  
HT3 – Danglas CS
- F. Message ..... **Benilda M. Daytaca EdD, CESO VI**  
OIC-Schools Division Superintendent
- G. Sharing of the Journey of Adopt-A-SBM School Program ..... **Lorna B. Llana**  
Senior Education Program Specialist- SMME
- H. Introduction to the Keynote Speaker..... **Ollyjoy Sulian**
- I. Keynote Speech ..... **ESTELA L. CARIÑO EdD, CESO III**  
DepEd CAR Regional Director IV
- J. Congress mechanics, Presentation of Reactors..... **Jam Rally Ballesta**
- K. Presentation of SBM Best Practices ..... Presenters
- L. Comments, Suggestions, Recommendations ..... Reactors
- M. Awarding of Certificates ( Schools under SBM Level 2 & 3)..... TWG
- N. Acknowledgement . ..... **Lorna B. Llana**
- O. Closing Prayer ..... AVP

**Facilitators:**

**Olly Joy Sulian**  
**Jam Rally Ballesta**



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Enclosure C of DM \_\_\_\_ s. 2021

**Guidelines and Mechanics of Presentation for SBM Presenters**

**A. Guideline for Presentation**

1. Two school heads from the elementary level, and one school head from the secondary level will present during the SBM congress.
2. Schools to be recommended for the presentation must have undergone the Division and the Regional Validations with complete documents to prove they have qualified for SBM level II and Level III accreditation.
3. Each presenter will prepare an audio-video presentation good for 8-10 minutes.
4. The audio-video presentation should follow this format:
  - a. Brief history of the school
  - b. Best practices along the SBM Indicators: Leadership and Governance; Curriculum and Instruction; Accountability and Continuous Improvement; Management of Resources
  - c. Gains or effect of SBM Practices to the school, the stakeholders, the learners (Status of School Performance and Student Achievement because of SBM)
  - d. Learning or realization through School-Based Management.

**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 presenters, documenters, reactors, moderators and participants are in
10 minutes	Presenter	Introduces oneself, name of school, PTA: plays audio-video presentation
4 minutes	reactor	Gives feedback; clarifies areas needing elaboration; suggests inputs for improvement
4 minutes	moderator	Facilities reactors' time and question and answer portion within time allotted



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Enclosure D of DM \_\_\_\_\_ s. 2021

**Technical Working Committee**

Committee	Terms of Reference	Personnel
Chairperson/s	Manages the over-all conduct of the congress	Lorna B. Llaneza
Vice Chairperson/s	Assist in managing the over-all conduct of the congress	Olly Joy R. Sulian, Jam Rally Ballesta
Finance and Logistics	Ensures the efficient execution of procurement	Elmer V. Batondo , Rolly Joy Barril
Registration and Attendance	Handles the registration and attendance of the activity	Claire Viste , Kathleen Ainna V. Galban
Program and invitation	Facilitates the smooth conduct of the activity; Ensures the presence of invited speaker	Riza E. Peralta
Documenter/s	Documents the highlights of the presentation, questions from participants and reaction from reactors	Mary Antonette A.Reyes, Rizanne C. Collado, May Flor T. Sanchez
Moderator/s	Introduces presenters, facilitates question and answer, assist the documenters in documentation proceeding, closes the session	Ollyjoy R. Sulian and Jam Rally B. Ballesta
Reactors	Provides feedback on presentations (learnings and gains or areas that need to be strengthened); suggest other relevant practices that may be incorporated	ASDS, Chiefs of SGOD and CID, EPS
Supplies & Foods	Facilitate the distribution of supplies and foods on time	Agneda T. Princer, Jahrell Balubar
Monitoring and evaluation	Facilitates the conduct of congress evaluation by participants	Deo M. Ramos, Shelyn Balderama



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Publicity and Media relations	Manages media relations during the activity	Franz Kevin Palos, Ryan Palangi,
Awards certificates	Ensures that all certificates are ready for awarding	Riza Peralta, Kathleen Ainna Galban,
ICT support & Sound System	Sets-up and ensures that ICT are ready	Marlou Borja, Ryn Walter, Jahrell Balubar



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**Presenters and Reactors**

<b>Presenters</b>	<b>Reactors</b>
<b>1<sup>st</sup> Presenter – Ma. Lorena B. Bisares of Sta.Rosa ES</b>	<b>ASDS Samuel T. Egsaen Jr Ronilo P. Garcia Ronald T. Marquez</b>
<b>2<sup>nd</sup> Presenter – Memory O. Batondo of Manabo NHS</b>	<b>Hedwig M. Belmes Lemuel B. Dickson Henrieta A. Bringas</b>
<b>3<sup>rd</sup> Presenter – Felimar C. Molina of Collage ES</b>	<b>SDS Benilda M. Daytaca Adelaida A. Bogayao Lemuel B. Dickson</b>



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**Documentation Template**

Name of School	Presenter	Highlights of the Presentations	Reactor	Comments/ recommendations	Response of Presenter



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