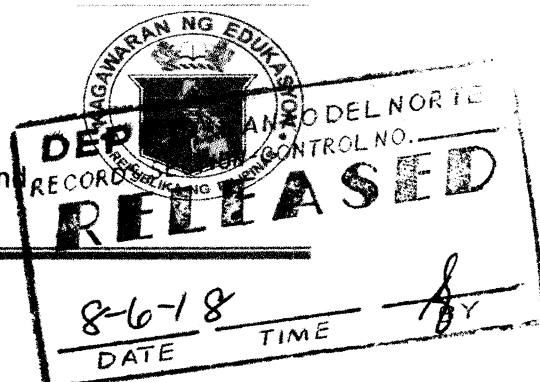


Republic of the Philippines
Department of Education
Region X
LANAO DEL NORTE DIVISION
Gov. A. Quibranza Prov'l. Gov't. Compound
Pigcarangan, Tubod, Lanao del Norte



DIVISION MEMORANDUM

No. 322 s. 2018

To: SGOD Personnel
CID Personnel
Elementary & Secondary School Heads
All Others Concerned
This Division

From:  **ROY ANGELO E. GAZO**
Schools Division Superintendent

Subject: **DIVISION ROLL-OUT ON ORIENTATION/WOPRKSHOP ON THE UTILIZATION OF THE MANUALS OF OPERATIONS ON TECHNICAL ASSISTANCE (TA) NEXUS AND CONTEXTUALIZED VERSION OF SCHOOL-BASED MANAGEMENT**

Date: JULY 30, 2018

1. The field is hereby informed on the conduct of Division Roll-Out on Orientation/Workshop on the Utilization of the Manuals of Operations on Technical Assistance (TA) Nexus and Contextualized Version of School-Based Management on August 9-10, 2018 for Batch 1, August 16-17, 2018 for Batch 2, and August 23-24, 2018 at Guian Food House Center, Baroy, Lanao del Norte.
2. The said activity aims to:
 - a. capacitate School Heads, Education Program Supervisors, Public Schools District Supervisors and SGOD Personnel on the utilization of the newly developed manuals of operations on TA Nexus and SBM;
 - b. engage the participants on the use of the improved SBM Electronic Tool;
 - c. effectively conduct the training in their respective districts/schools.
3. Participants are advised to bring certification of KPI duly signed by the planning officer (see enclosure 1), Hard Copy of the SBM Manual and download the revised SBM E-tool in the Division Website depdldn.com.
4. The list of participants and its schedule is indicated in Enclosure No. 2 of this Memorandum.
5. Immediate dissemination and compliance with this Memorandum is enjoined.



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Date _____

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that _____ of
_____ has achieved the following:

PERFORMANCE INDICATORS	SY 2013- 2014	SY 2014 - 2015	SY 2015- 2016	SY 2016- 2017	SY 2017- 2018
Enrolment					
Drop-out					
No. of Repeaters					
No. of Retained					

This certification is issued upon the request of the above-mentioned name as supporting documents for SBM Validation purposes.

Issued this _____ day of _____ at DepEd, Division of Lanao del Norte, Tubod, Lanao del Norte.

Validated by:

FRANCISCA J. MUGOT
Planning Officer 3

Noted:

MARIA CAMELA T. ABLIN
Chief SGOD

Enclosure 2:**PARTICIPANTS BY BATCH**

Division Roll-Out on Orientation/Workshop on the Utilization of the Manuals of Operations on Technical Assistance (TA) NEXUS and Contextualized Version of School-Based Management

Venue: Guian Food House Center, Baroy, Lanao del Norte

BATCH 1: August 9-10, 2018

REGION	SCHOOL HEADS
Secondary School Heads	43
Magsaysay	7
Salvador	11
Sapad	11
Tangcal	3
Kapatagan	27
Facilitators	10
TOTAL	112

BATCH 2: August 16-17, 2018

REGION	SCHOOL HEADS
Poonapiagapo	8
Munai	7
Pantar	7
Matungao	8
Tagoloan	9
Maigo	9
Linamon	7
Kauswagan	10
Lala	28
Bacolod	12
Facilitators	10
TOTAL	124

BATCH 3: August 23-24, 2018

REGION	SCHOOL HEADS
Baroy	10
Kolambugan	10
Nunungan	5
Tubod	26
SND	23
BALO-I	20
PSDS	10
Facilitators	10
TOTAL	114

DIVISION ROLL-OUT ON ORIENTATION/WORKSHOP ON THE UTILIZATION OF THE MANUALS OF OPERATIONS ON TECHNICAL ASSISTANCE (TA)NEXUS AND CONTEXTUALIZED VERSION OF SCHOOL-BASED MANGEMENT

BATCH 1: August 9-10, 2018 , BATCH 2: August 16-17, 2018 & BATCH 3: August 23-24, 2018

VENUE: Guian Food House Center, Baroy, Lanao del Norte

TIME	DAY 1	DAY 2
7:30 - 8:00	REGISTRATION	MOL (Nationalistic Song, Prayer, Attendance Check, Energizer & Recap)
8:00 - 8:30	Opening Program	
8:30 - 9:00	Parts of the SBM Manual of Operations A Contextualized Version RAQUEL J. CABUSAS	TA Nexus Definition JOSEPHINE V. VISCAYA
9:00 - 9:30	How to use the SBM Prescribed Forms SAHANIDAH MAKIIN	TA Nexus Tools & Techniques Overview & Framework: JOHNSEN TABARNO
9:30 - 10:00	Basic Steps in the SBM Assessment Process SOLEDAD CABARDO	DATA ORGANIZATION TOOLS IVY T. JUMAWAN
10:00 - 10:30	In-house Practicum for SBM Validation SOLEDAD CABARDO	RAPID APPRAISAL METHODS MAMILAWAN S. CALI/ ERVIN PLANAS
10:30 - 11:00	Documentary Analysis MARITES CABIGAS	DATA ANALYSIS TOOLS *Problem Analysis (Francisca S. Larin) * SWOT Analysis (Mamilawan S. Cali) *Stakeholders Analysis (Mamilawan S. Cali) *Objective Tree (Francisca S. Larin)
11:00 - 11:30	Responsibilities of School Heads CEILO M. CALAMBA	
11:30 - 12:00	Responsibilities of SBM Coordinating Team MARITES CABIGAS	
12:00 - 1:00	LUNCH	
1:00 - 2:30	SBM ASSESSMENT MEANS OF VERIFICATIONS (MOV's) CAROLINA D. CLARITO VILMA V. MANGUBAT	MEA Presentation IVY T. JUMAWAN
		TA CONFERENCE FRANCISCA S. LARIN/ ERVIN PLANAS
2:30- 4:00	How to use the SBM Electronic Tool JOSEPHINE V. VISCAYA	School Action Planning for the Roll-Out RAQUEL J. CABUSAS
	WORKSHOP USING E -Tool JOHNSEN TABARNO	Presentation of School Action Plan and Setting of Agreement JOSEPHINE REGIS
4:00 - 5:00	Writing Day 1 reflection & QAME Time IVY T. JUMAWAN JOHNSEN TABARNO	Writing Day 2 reflection & QAME Time IVY T. JUMAWAN & JOHNSEN TABARNO
		CLOSING PROGRAM

Prepared by:


IVY T. JUMAWAN
 SEPS/SBM Coordinator

Recommending Approval:


MARIA CARMELA T. ABLIN
 Chief ES -SGOD

MARY ANN M. ALLERA
 Assistant Schools Division Superintendent

Approved:


ROY ANGELO E. GAZO
 Schools Division Superintendent