



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

March 16, 2021

DIVISION MEMORANDUM

No. 106, s. 2021

COORDINATION MEETING OF THE SBM COORDINATORS AND SCHOOL HEADS

To: Asst. Schools Division Superintendent
Division Chiefs
Education Program Supervisors
All Public Elementary & Secondary School Heads
This Division

1. Pursuant to the Republic Act No. 9155 known as the *Governance of Basic Education Act of 2001* which aims to strengthen School-Based Management (SBM), this Office thru the School Governance and Operations Division (SGOD) will conduct a coordination meeting with the SBM Coordinators and School Heads on **April 6-7, 2021** at McDonalds, PSB El Salvador City.
2. This activity aims to give updates of the SBM Validation Process, re-orient the School Heads and SBM Coordinators with the SBM Validation Tool, help them to come-up with their School SBM Continuity Plan and prepare the schools for the Online SBM pre-validation process.
3. Participants to this activity are the School Heads and designate School SBM Coordinators (*Please see the attached Activity Matrix for your reference*). Participants are required to bring laptop, extension cord and flash disk for the workshop.
4. This activity shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

SGOD/smme-mpq



Address: Zone 3, Poblacion, El Salvador City
Website: www.depedelsalvadorcity.net
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5. For information, guidance, and strict compliance.

OLGA C. ALONSABE, PhD, CESE
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Enclosure: Activity Matrix
Reference: RA 9155

To be indicated in the Perpetual Index
Under the following Subject:

SBM

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Enclosure No. 1 Activity Matrix

Date	Time	Activities
April 6, 2021 <i>Participants:</i> <i>School SBM</i> <i>Coordinators</i>	7:45 – 8:00	Registration
	8:00 – 8:30	Preliminaries
	8:30 – 8:45	Setting of Expectation
	8:45 – 9:30	The Role of SBM Coordinators
	9:30 – 10:30	Overview of the School-Based Management
	10:45 – 12:00	The SBM Validation Tool
	12:00 – 1:00	Lunchbreak
	1:00 – 2:00	Workshop of the SBM Validation Tool
	2:00 – 3:00	Presentation of Outputs
	3:00 – 4:00	Uploading of SBM Artifacts
4:00 – 4:45	Workshop	
4:45 – 5:00	Closing Remarks	
April 7, 2021 <i>Participants:</i> <i>School Heads</i>	7:45 – 8:00	Registration
	8:00 – 8:30	Preliminaries
	8:30 – 8:45	Setting of Expectation
	8:45 – 9:30	The Role of School Heads in SBM Validation
	9:30 – 10:30	Overview of the School-Based Management
	10:45 – 12:00	The SBM Validation Tool
	12:00 – 1:00	Lunchbreak
	1:00 – 2:00	Preparation of SBM Action Plan 2021
	2:00 – 3:00	Program Implementation Review
	3:00 – 4:00	Program Implementation Review
4:00 – 4:45	Program Implementation Review	
4:45 – 5:00	Closing Remarks	

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