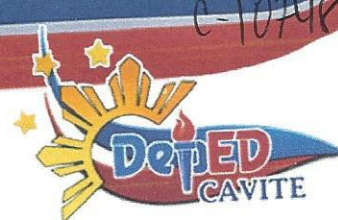




Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



August 7, 2017

DIVISION MEMORANDUM
No. 229s. 2017

**CONDUCT OF SCHOOL-BASED MANAGEMENT (SBM) ASSESSMENT AND
LAUNCHING OF PROJECT 555 CUM TRAVEL ORDER**

To: OIC, Office of the Asst. Schools Div. Superintendent
Chiefs, CID/SGOD
Selected SGOD Personnel
Education Program Supervisors
Public Schools District Supervisors
All concerned


1. Pursuant to Regional Memorandum No. 373, s. 2017 referring to School-Based Management Assessment and Project 555 launching, this office would like to announce the Division roll-out for Cavite Province on **August 23, 2017 @ BulwagangTanglaw, DepEd Cavite compound, Trece Martires City.**
2. This activity aims to:
 - enhance knowledge on School-Based Management implementation towards improved School-Based Management practices;
 - showcase Project 555 to revitalize ENSCIMAFILAP subjects;
 - promote research on SBM Practices and Project 555.
3. Participants to this activity are Education Program Supervisors (EPS), Public Schools District Supervisors (PSDS), Senior Education Program Specialists (SEPS) and Education Program Specialists (EPS II).
4. A separate announcement shall be issued as to the schedule of SBM Assessment and monitoring of Project 555 per City/Municipality.
5. Expenses relative to this activity shall be charged against local funds subject to usual accounting and auditing procedures.
6. This Memorandum shall also serve as Travel Order of attendees.



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7. Immediate dissemination of this Memorandum is earnestly desired.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

EXECUTIVE COMMITTEE

CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

ELIAS A. ALICAYA, JR., Ed.D.
OIC, Asst. Schools Div. Superintendent

ELPIDIA B. BERGADO, Ed.D.
CID Chief

DIANA P. TOPACIO, Ed.D.
OIC Chief, SGOD/Division SBM Team Member

EDUARDA M. ZAPANTA, Ed.D.
EPS Mathematics/SBM Adviser

ESTRELLITA M. DE VERA
EPS Science/SBM Adviser

ALLAIN B. ALVAREZ, Ph.D.
SEPS, School Management Monitoring & Evaluation/
SBM Coordinator

JONATHAN S. JIMENEZ
EPS II, School Management Monitoring & Evaluation/Division SBM Team Member

CAROLINA R. MAGALLANES
PSDS – Naic/SBM TWG

JOIE BUENDIA
Principal II/SBM TWG

JOEL M. SOLIS
Budget Officer/Division SBM Team Member



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ROSA MARIA C. VALDEZ
Administrative Assistant III/Division SBM Member

JAY FULVADORA
Administrative Aide III/Registration & Certificates

CARLO MELO
Administrative Aide III/Documentation

DIVISION ROLL OUT
August 15, 2017
Bulwagang Tanglaw @8am-5pm

PROGRAM OF ACTIVITIES

- I. Opening Program (Preliminaries).....**Allain B. Alvarez, Ph.D.**
SEPS, M & E/SBM Coordinator
- II. Roll-Call.....**Gina B. Dulce, Ed.D.**
OIC-SEPS, HRD
- III. Inspirational Message.....**Ms. Cherrylou D. De Mesa**
OIC, Schools Division Superintendent
- IV. Session Proper – Introduction/Overview of School-Based Management (Lecture 1).....**Allain B. Alvarez, Ph.D.**
SEPS, M & E/SBM Coordinator
 - Procedure and Organization on ACCESSs and Framework (Lecture 2)
.....**Diana P. Topacio, Ed.D.**
OIC Chief, SGOD/SBM Member
 - Context and Accreditation Model Operational Framework (Lecture 3).....**Estrellita M. De Vera, Ed.D.**
EPS Science/SBM Adviser
 - Revitalized SBM Assessment Process (Lecture 4).....**Carolina R. Magallanes**
PSDS – Naic/SBM TWG
 - System and Technology on the Revised SBM Assessment Tool (Lecture 5).....**Jonathan S. Jimenez**
EPS II, M & E/SBM TWG
 - Standards and Procedures on SBM Documentation, Artifacts and Filing (Lecture 6).....**Eduarda M. Zapanta, Ed.D.**
EPS Mathematics/SBM Adviser
 - Vital Role of the School Head in Revitalizing SBM (Lecture 7).....**Joie Buendia, Ed. D.**
Principal II/SBM TWG



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- Introduction to Project 555 (Lecture 8).....**Diana P. Topacio**
OIC Chief, SGOD/SBM Member
- Project 555: A Breakthrough (Lecture 9)...**Allain B. Alvarez, Ph.D.**
SEPS, M&E/SBM Coordinator
- Project 555 Process (Lecture 10).....**Estrellita M. De Vera, Ed.D.**
EPS Science/SBM Adviser
- Video Presentation
- Open Forum.....**Carolina R. Magallanes/Joie Buendia, Ed.D**
PSDS – Naic/SBM TWG/Principal II/SBM TWG
- Financial (Lecture 11).....**Joel M. Solis/Ms. Rosa Ma. C. Valdez**
Budget Officer / Administrative Assistant III
- SBM related matters (Lecture 12)..**Eduarda M. Zapanta, Ed.D.**
EPS, Mathematics/SSP Chairperson
- V. Closing Remarks.....**Elias A. Alicaya, Jr., Ed.D.**
OIC, Assistant Schools Division Superintendent

TRAINING MATRIX

August 15, 2017
Bulwagang Tanglaw, Trece Martires City

ACTIVITY	TIME	PERSONS INVOLVED
I. Opening Program (Preliminaries) – 8:00-8:15am		ALLAIN B. ALVAREZ
II. Roll Call – 8:15-8:20am		GINA B. DULCE
III. Inspirational Message – 8:20-8:30am		CHERRYLOU D. DE MESA
IV. Session Proper – Lecture I – 8:30-9:00am		ALLAIN B. ALVAREZ
• Lecture 2 – 9:00-10:00am		DIANA P. TOPACIO
AM SNACKS (10:00-10:15am)		
• Lecture 3 – 10:15-10:45am		ESTRELLITA M. DE VERA
• Lecture 4 – 10:45-11:30am		CAROLINA R. MAGALLANES
• Lecture 5 – 11:30-12:00 noon		JONATHAN S. JIMENEZ
LUNCH BREAK (12:00-12:30pm)		
• Lecture 6 – 12:30-1:00pm		EDUARDA M. ZAPANTA
• Lecture 7 – 1:00-1:30pm		JOIE BUENDIA
• Lecture 8 – 1:30-2:00pm		DIANA P. TOPACIO
• Lecture 9 – 2:00-2:30pm		ALLAIN B. ALVAREZ
• Lecture 10 – 2:30-3:00pm		ESTRELLITA M. DE VERA
PM SNACKS (3:00-3:15pm)		
• Open Forum – 3:15-3:30pm		CAROLINA R. MAGALLANES/JOIE BUENDIA
• Lecture 11 – 3:30-4:00pm		JOEL M. SOLIS/ROSA MA. C. VALDEZ
• Lecture 12 – 4:00-4:30pm		EDUARDA M. ZAPANTA
V. Closing Remarks – 4:30-4:45pm		ELIAS A. ALICAYA, JR.



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TERMS OF REFERENCE

SBM TEAM – consists of Advisers, Coordinator and Team Members working altogether to facilitate and monitor the School-Based Management Program.

LECTURER – responsible for the roll-out of the lectures pertaining to SBM Assessment and Launching of Project 555.

REGISTRATION/CERTIFICATES – person in-charge of the attendance of participants and of giving the Certificates of Recognition for the lecturers and Certificates of Appearance/Participation for the attendees.

DOCUMENTATION – person responsible for taking photos/videos during the entire duration of the program.