



Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

February 2, 2021

DIVISION MEMORANDUM
NO. 033, s. 2020

To: OIC, Assistant Schools Division Superintendents
Chief, Curriculum and Implementation Division
Chief, School Governance and Operations Division
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Concerned

RECONSTITUTION OF DIVISION SCHOOL-BASED MANAGEMENT TEAM





- To ensure proper implementation and effectiveness of SBM practices of schools in the division, the Division School-based Management Team is hereby reconstituted.
- The team shall be composed of the following:

Executive Committee

Rommel C. Bautista	-	Schools Division Superintendent
Galileo L. Go	-	Asst. Schools Division Superintendent
Randy D. Punzalan	-	Asst. Schools Division Superintendent
Diana P. Topacio	-	Chief, SGOD
Elpidia B. Bergado	-	Chief, CID
Verna C. Cabaya	-	Administrative Officer V
Maria Belen C. Mojica	-	SEPS, School Management Monitoring and Evaluation / Division SBM Coordinator
Kristine G. dela Rosa	-	EPS, Schools Management Monitoring and Evaluation / Division SBM Coordinator

Team Members	Cluster Assigned	Area of Specialization
Jesselle Mark P. Reyes Lito Camo Jr.	North (Kawit, Noveleta, Rosario and Tanza)	Leadership and Governance
Edgardo Aquino Ofelia B. Arvisu		Curriculum and Instruction



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

“Serbisyong Pang Edukasyong Tapat at Sapat para sa Batang KABITENYO”



Republic of the Philippines
Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

Joel Mina Joanna Seva		Accountability and Continuous Improvement
District assigned bookkeeper		Resource Management
Marlene P. Panganiban Rey Ann M. Avilla Rosa Maria Valdez	East (Amadeo, Carmona, GMA Silang)	Leadership and Governance
Divina A. Rosarda Cecilia Alvarez		Curriculum and Instruction
Grace B. Tolentino Francis Guimputan		Accountability and Continuous Improvement
District assigned bookkeeper		Resource Management
Reniel Patrick S. Tejidor Neil Ivan Lontoc		Leadership and Governance
Elizabeth P. Garcia Gina B. Dulce	West (Maragondon, Naic, Ternate and Trece Martires City)	Curriculum and Instruction
Angelita C. Orenciano Aileen Hazel Tuvera		Accountability and Continuous Improvement
District assigned bookkeeper		Resource Management
May Anne Joy D. Romanes Ronilyn P. Salazar		Leadership and Governance
Florencia B. Gloriani Edelisa M. Catacutan	South (Alfonso, GEA, Indang, Magallanes, Mendez and Tagaytay City)	Curriculum and Instruction
Jay Fulvadora Albert Erni Debbie Ocampo		Accountability and Continuous Improvement
District assigned bookkeeper		Resource Management

3. Each member shall be guided by the following Terms of Reference:





Executive Committee

- Leads in overseeing the implementation of school-based management in the division.

Division SBM Coordinator

- a. Acts as the focal person and liaison officer for SBM in the division relation to SBM implementation.



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

“Serbisyon Pang Edukasyon Tapat at Sapat para sa Batang KABITENYO”



Republic of the Philippines
Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

- b. Takes lead in:
 - i. gathering accurate and reliable data and in analyzing and interpreting the same;
 - ii. Submitting regular quarterly reports on the status of SBM implementation to the Regional SBM Coordinator; and
 - iii. Initiating collaborative meetings with schools and other stakeholders to maintain effective partnerships.
- c. Assists the SDS and ASDS in:
 - i. Formulating and implementing the Division Work Plan for technical assistance to the schools;
 - ii. Disseminating central, regional and division SBM initiatives for school improvement;
 - iii. Supervising SBM roll-out to ensure compliance to the guidelines and standards;
 - iv. Maintaining data-based system on the schools level of SBM implementation along the six dimensions;
 - v. Monitoring the progress of SBM levels of practice and in giving technical assistance to the schools for schools' continuing improvement;
 - vi. Monitoring SBM activities vis-a-vis SBM fund utilization to ensure compliance with the guidelines on funds utilization for cost-effectiveness; and
 - vii. Defining the roles and responsibilities of the Division SBM Task Force.





Team Members

- a. Ensures attendance to various SBM related scheduled activities;
 - b. Submits timely report after the conduct of validation and deliberation;
 - c. Provides technical assistance to schools and learning centers
4. Immediate dissemination of this Memorandum is highly desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

MCM/ DM 33 s. 2021
020221-066/ 02/01/2021



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

“Serbisyong Pang Edukasyong Tapat at Sapat para sa Batang KABITENYO”