



Republic of the Philippines  
**Department of Education**

CARAGA REGION  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

**Office of the Schools Division Superintendent**

**Date: June 8, 2021**

Division MEMORANDUM

No. 248, s. 2021

**INDICATIVE SCHEDULES IN THE CONDUCT OF THE  
DISTRICT-WIDE PROVISION OF TECHNICAL ASSISTANCE  
ON SCHOOL-BASED MANAGEMENT (BATCH 1)**

To : Public Schools District Supervisors/ In charge  
Concerned School Heads

1. The Schools Division of Surigao del Sur currently has 7 SBM level 3 recognized schools, representing only 1.57% of the 447 public schools in this division. To help increase the number of recognized schools and to institutionalize transparency and accountability in curriculum and governance by the community stakeholders, this office is conducting a One-Day District-Wide Provision of Technical Assistance on SBM to the recommended schools in the districts starting May to October 2021.
2. This activity aims to:
  - a. discusses to the internal and external stakeholders their responsibilities in achieving holistic development of the learners thru SBM;
  - b. orients the schools on the connectivity of the artifacts/documents from Principles 1 to 4;
  - c. simulates the schools in D-O-D process thru sample questions compiled from the previous SBM Regional Validations, and;
  - d. appreciates the SBM as a mechanism for Quality Management System.
3. The participants of this activity are the following:
  - a. PSDS/DIC
  - b. School Head
  - c. Team leader of every principle
  - d. SGC and PTA President
  - e. Barangay Councilor in Education Committee
  - f. SGC and PTA Treasurer
4. All recommended schools shall bring the following documents during the TA: ESIP, AIP SMEA, copies of Constitution and By-Laws, liquidation reports of all funds, minutes of all meetings, action plans in curricular and non-curricular activities, sample feedback forms and results. Below are the schedules for the provision of TA, to wit:

No.	District Name	PSDS/DIC	Date of TA	Recommended Schools
1.	Carrascal	Ramonito D. Cortes	June 16, 2021	Adlay CS
2.	Cantilan I	Dr. Jeanette G. Quinto		Parang ES
3.	Cantilan II	Lorna G. Almeda		Cantilan East CES



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4.	Madrid	Dr. Rosalinda E. Urbiztondo	June 17, 2021	Madrid CES
5.	Carmen	Sol U. Buniel		Cancavan ES
6.	Lanuza	Hilario B. Delos Reyes		Florita H. Irizari NHS
7.	Cortes I	Dr. Lucena B. Estrada	June 18, 2021	Felisberto Verano NHS
8.	Cortes II	Gemmalynda P. Montenegro		Tigao NHS
9.	Tago I	Cynthia O. Acevedo	June 22, 2021	Purissima NHS
10.	Tago II	Dr. Loveleah B. Albarillo		Gamut NHS
11.	Tago III	Josephine M. Aroa		Sumo-sumo CES
12.	Tagbina I	Dr. Wilma A. Premarion	June 23, 2021	Tagbina NHS
13.	Tagbina II	Dr. Mryna S. Lauron		Maglambing IS
14.	Tagbina III	Dr. Jay C. Dalman		DLO Maputi NHS
15.	Barobo I	Dr. Myrna E. Mozo	June 24, 2021	Barobo NHS
16.	Barobo II	Analiza M. Guevarra		Tambis NHS
17.	Barobo III	Brenda U. Adlawan		Gamut NHS

- The provision of TA shall be conducted per clustered municipalities, host PSDS/DIC shall prepare simple opening program and secure in advance the permit to conduct from LGU and choose the appropriate venue for the face to face activity with a maximum of 20 to 30 participants following the mandate on health protocols by the local IATF.
- Immediate and wide dissemination of this memorandum to all concerned is highly desired.

**JOSITA B. CARMEN, CESO V**  
Schools Division Superintendent

Encl.: NONE

Reference:  
NONE

To be indicated in the Perpetual Index  
under the following subjects:

SCHOOL BASED MANAGEMENT

TECHNICAL ASSISTANCE

VCA//DM-MEMO SBMTA2021  
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