



Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

March 28, 2022

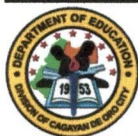
**DIVISION MEMORANDUM**

NO. 113 s. 2022

**SCHEDULE, VENUE, LIST OF PARTICIPANTS AND PROGRAM FLOW OF  
THE RESKILLING OF SCHOOL HEADS AND DIVISION VALIDATION TEAM  
ON THE SCHOOL-BASED MANAGEMENT (SBM) GUIDELINES,  
VALIDATION PROCESS AND TOOLS**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, Schools Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Division Program Coordinators  
Concerned OSDS personnel  
Senior Education Program Specialists  
Education Program Specialists II  
Project Development Officers  
Public Elementary and Secondary School Administrators

1. All concerned are hereby informed of the following details for the conduct of the Reskilling of School Heads and Division Validation Team on the SBM Guidelines, validation process and tools:
  - a. Batch 1 schedule will be on March 29, 2022 and Batch 2 will be on March 31, 2022.
  - b. Venue will be at The VIP Hotel, Don Apolinar Velez St., Cagayan de Oro City.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
Telephone: (08822)-8550048

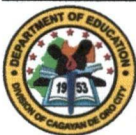
c. Participants per batch

<b>BATCH 1 PARTICIPANTS</b>		<b>BATCH 2 PARTICIPANTS</b>	
1	SDS	1	SDS
2	Chief Education Supervisors	2	Chief Education Supervisors
4	PSDSes of North 1&2, East 1&2	5	PSDS (SW1, West 1&2, Central, South)
4	CID EPS-I (, Science, Araling Panlipunan, Math, TLE)	4	CID EPS-I ( English, Filipino, MAPEH, EsP)
1	SGOD EPS	1	SGOD EPS
1	Planning Officer	1	SBM Coordinator
3	ALS Specialists, Coordinator	1	M& E EPS-II
1	DRRM Coordinator	1	Accountant
1	SBM Coordinator	2	Dentists
1	M& E EPS-II	1	Medical Officer
1	Soc Mob EPS-II	2	SBFP Coordinator
1	HRDD SEPS	2	AO V
1	Research SEPS	61	School Heads
2	PDO I		Southwest 1
60	School Heads		West 1 & 2
	Southwest 2		Central and South
	North 1 & 2		
	East 1 & 2		
1	Secretariat	1	Secretariat
Total = 85 participants		Total = 85 participants	

d. Program Flow is indicated in Enclosure 1.

2. Participants are advised to bring their own laptop for the workshops. Worksheet can be downloaded for reference during the workshop from <https://tinyurl.com/2022MOV> and saved in the participant's laptop ahead of their scheduled conference.
3. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, sexual orientation, disability, religion and ethnicity.
4. Immediate dissemination and compliance to this memorandum is desired.

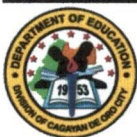
**CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent



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**Enclosure 1. Program Flow**

	<b>PROGRAM FLOW</b>	<b>Batch 1 March 29, 2022 (SW 2, North 1&amp;2, East 1&amp;2)</b>	<b>Batch 2 March 31, 2022 (SW 1, West 1 &amp; 2, Central and South)</b>
08:00 – 08:30 AM	<b>Preliminaries</b> Pambansang Awit Prayer Region X March CDO March	<b>AVP</b>	<b>AVP</b>
	<b>Welcome Remarks</b>	<b>Roel Lamberte</b> <i>DAPSSHI President</i>	<b>Celso Pagulon</b> <i>PESPA President</i>
	<b>Presentation of Participants</b>	<b>Juan A. Mingo</b> <i>Vice President, DAES</i>	<b>Shirley A. Merida</b> <i>President, DADS</i>
	<b>Message</b>	<b>Cherry Mae L. Limbaco-Reyes</b> <i>Schools Division Superintendent</i>	<b>Cherry Mae L. Limbaco-Reyes</b> <i>Schools Division Superintendent</i>
08:30 – 10:00 AM	<b>Revisit on policies and guidelines (DO 83 s.2012)</b>	<b>Anita M. Gochuco</b> <i>PSDS – West I District</i>	<b>Anita M. Gochuco</b> <i>PSDS – West I District</i>
10:00 – 11:00 AM	<b>Assessment Process and Timelines</b>	<b>Eulogio R. Suaner Jr.</b> <i>Education Program Supervisor I</i>	<b>Eulogio R. Suaner Jr.</b> <i>Education Program Supervisor I</i>
11:00 – 12:00 Noon	<b>Electronic SBM Assessment Tool</b>	<b>Roxanne H. Fuentes</b> <i>Education Program Specialist II</i>	<b>Roxanne H. Fuentes</b> <i>Education Program Specialist II</i>
12:00 – 01:00 PM	<b>LUNCH BREAK</b>		
01:00 – 02:30 PM	<b>TA Nexus</b>	<b>Shirley A. Merida</b> <i>PSDS – Central District</i>	<b>Shirley A. Merida</b> <i>PSDS – Central District</i>
02:30 – 04:00 PM	<b>Harmonization of MOVs</b>	<b>Eleanor H. Rollan</b> <i>Senior Education Program Specialist</i>	<b>Eleanor H. Rollan</b> <i>Senior Education Program Specialist</i>
04:00 – 04:45 PM	<b>Open Forum/Consultation</b>		
04:45 PM	<b>Closing Remarks</b>	<b>Edgar Yanez</b> <i>Principal, East City Central School</i>	<b>Duque Caguindangan</b> <i>Principal, City Central School</i>
	<b>Emcee</b>	<b>Cheryl Pontillas</b> <i>School Head, Iba IS</i>	<b>Vanessa Mae B. Martinez</b> <i>School Head, Indahag NHS</i>



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