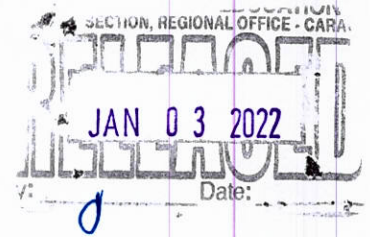




Republic of the Philippines
Department of Education
CARAGA REGION



January 3, 2022

REGIONAL MEMORANDUM

No. 0001, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
DIVISION SBM COORDINATORS
This Region

TWO-DAY LIVE-IN CAPACITY BUILDING OF SCHOOL LEADERS AND
SCHOOL SBM COORDINATORS ON THE COMPONENTS OF SCHOOL-
BASED MANAGEMENT (SIP, SBM-WinS)

1. The **new normal** has brought several challenges and concerns in the way our schools shall be managed. Planning, implementing and monitoring of Programs, Activities and Projects (PAPs) has to suit to the current status; thus needing adjustments, recalibration, retooling and enhancement.
2. In relation to this, the field is hereby informed of the conduct of a Two-Day Live-in Capacity Building of School Leaders and School SBM Coordinators on the Components of School-Based Management (SIP, SBM WinS) on January 27-28, 2022 at Balanghai Hotel and Convention Center, Doongan Butuan City.
3. Participants to this activity are the newly assigned school heads (regardless of position) with 0-1-year experience with their School SBM Coordinators, newly assigned Division SBM Coordinators, pre-identified resource persons, support staff and FTAD personnel. To wit:

Division	School Head		School SBM Coordinator		Division SBM Coordinator	Resource Person	Support Staff
	Elem.	Sec.	Elem.	Sec.			
Agusan del Norte	2	1	2	1			
Agusan del Sur	2	1	2	1		1	1
Bayugan City	1	1	1	1	1		
Bislig City	1	1	1	1	1		
Butuan City	1	2	1	2			
Cabadbaran City	1	1	1	1	1		
Dinagat	1	1	1	1			
Siargao	1	1	1	1			
Surigao City	1	1	1	1			



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Surigao del Norte	1	1	1	1			
Surigao del Sur	1	2	1	2			
Tandag City	1	1	1	1			
Regional Office						3	
Total	14	14	14	14	3	4	1

4. All participants should have been fully vaccinated and are required to present the vaccination card upon registration together with the official travel order/authority. Absolutely, **no travel authority no issuance of certificate of appearance.**

5. All participants are expected to be at the venue on Day 0, January 26, 2022 for the registration and orientation. First meal shall be dinner of Day 0 and last snacks will be afternoon of Day 2, January 28, 2022.

6. All participants are enjoined to register online through <https://forms.gle/b6TVepXu7B7UXsT18> on or before January 21, 2022.

7. Room accommodation, meals and snacks of the participants shall be charged against Regional MOOE while travelling expenses of the participants from the Division and schools shall be taken from their local funds subject to the usual accounting and auditing rules and regulations.

for. 
MA. GEMMA MERCADO LEDESMA, CESO V
Regional Director 

Encl/s.: TRAINING MATRIX

Reference/s: NONE

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

CAPACITY BUILDING

SBM-WINS

ESIP

FTA/apm
01/03/2022

TWO-DAY LIVE-IN CAPACITY BUILDING OF SCHOOL LEADERS AND SCHOOL SBM COORDINATORS
ON THE COMPONENTS OF SCHOOL-BASED MANAGEMENT (SIP, SBM-Wins)
January 27-28, 2022

TRAINING MATRIX

Date and Time	Topics/Activities	In-charge/Resource Speaker
Day 0 January 26, 2022 2:00-onwards 6:00-6:30pm 6:30-8:00pm	Arrival and Registration Orientation Dinner	Secretariat Alejandro P. Macadatar
Day 1 January 27, 2022 7:00-8:00am 8:01-8:45am 8:46-9:15am 9:16-10:10am 10:11 -11:20am 10:20-12:00nn	Breakfast Opening Program Results and Findings during the 2021 Surveillance and Validation of SBM Practices Step 2: Identify/ Review Priority Improvement Areas 2.1 Present and discuss the information gathered during the preparatory activities 2.2 Identify/Review the Priority Improvement Areas Break Step 3: Analyze the Priority Improvement Areas 3.1 Set General Objectives 3.2 Organize the Project Teams 3.3 Listen to the voice of the learners and other stakeholders 3.4 Analyze the school process 3.5 Select Area of Focus 3.6 Do Root Cause Analysis 3.7 Present Root Cause to SPT	Alejandro P. Macadatar EPS, FTAD PRC #0017865 Expiration: Sep. 30, 2025 Carolina M. Niepes Chief EPS, FTAD PRC # Carolina M. Niepes Chief EPS, FTAD PRC #
12:00-1:00pm	Lunch Break	
1:00-3:00pm 3:00-3:10pm 3:11-5:00pm	Step 4: Review General Objectives and Targets Step 5: Formulate Solutions Break Step 6: Develop Project Designs	Alejandro P. Macadatar EPS, FTAD PRC #0017865 Expiration: Sep. 30, 2025

Day 2 January 28, 2022 8:00-10:00am	Step 7: Write the School Improvement Plan Step 8: Prepare the Annual Implementation Plan	Jonathan F. Garzon EPS, FTAD PRC #0830426 Expiration: Sep. 28, 2022
10:01-10:10am	Break	
10:11-11:00am	Continuation of Step 7	
11:01-12:00nn	Step 9: Test the Solutions Step 10: Roll-out the Solution	
12:00-1:00pm	Lunch Break	
1:00-2:00pm	Sharing of Annual Implementation Plan 2022	Raymond L. Maligro TIC, Desamparados NHS PRC #
2:00-3:00pm	SBM-WinS Assessment Tool	Alejandro P. Macadatar EPS, FTAD PRC #0017865 Expiration: Sep. 30, 2025
3:01-4:00pm	Clearing House and Wrap Up	
4:01-4:30pm	Next Steps	
4:31-5:00pm	Closing Program	

TECHNICAL WORKING GROUP

Training Manager	: Carolina M. Niepes
Chairperson	: Alejandro P. Macadatar
Co-chairperson	: Dennis Patosa (Lucena NHS, Agusan del Sur)
Welfare Officer	: Jonathan F. Garzon
Finance	: Finance Representative
QATAME Associate	: Representative from QAD
Documenter	: Soundy M. Buico
Resource Speakers	: Carolina M. Niepes Alejandro P. Macadatar Jonathan F. Garzon Raymond L. Maligro (Desamparados NHS, Agusan del Sur)

Prepared by:

ALEJANDRO P. MACADATAR
EPS, FTAD

Approved by:

CAROLINA M. NIEPES
Chief, FTAD