



Republic of the Philippines
Department of Education
CARAGA REGION



October 14, 2022

REGIONAL MEMORANDUM

No. 0982 s. 2022

TO: SCHOOLS DIVISION SUPERINTENDENTS
This Region

2022 SCHOOL-BASED MANAGEMENT (SBM) STAKEHOLDERS'
CONVOCATION

1. The field is hereby informed of the conduct of the 2022 School-Based Management (SBM) Stakeholders' Convocation on December 15, 2022 at Balanghai Hotel & Convention Center, Doongan, Butuan City.

2. The activity aims to recognize all education leaders, teachers and stakeholders for their contribution to the successful conduct and implementation of School-Based Management (SBM), Continuous Improvement (CI) Program, and Technical Assistance (TA) for CY 2022.

3. The expected participants are the following:

Regional Director	1
Asst. Regional Director	1
Schools Division Superintendents	12
Asst. Schools Division Superintendents	12
Division SBM Coordinators	12
Division CI Coordinators	12
Division TA Focal Persons	12
SGOD & CID Chiefs	24
RO Functional Division Chiefs	8
FTAD Personnel	2
Regional SBM Validators	12
School Heads of SBM Level 3 schools	97
School SBM Coordinators of Level 3 schools	97
Stakeholders of SBM Level 3 schools @ 2 per school	194
School Head of Best School CI Project	3
School CI Coordinators of Best School CI Project	3
Support Staff/ICT Personnel	2
Program Hosts	4
Total	510



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4. Suggested attire during the event is **Denims & Diamonds attire**.
5. To add color to the celebration, Schools Division Offices are encouraged to prepare for **Booth Display**. Mechanics is attached as Enclosure 1.
6. All 97 schools with sustained practices, Top 3 in the Search for Best CI Implementing Division (both pilot and non-pilot divisions) and Top 3 in the Search for Best School CI Projects shall submit a 3-minute video highlighting the division and school's journey in sustaining the advanced level of practice and Continuous Improvement Program. Division SBM Coordinators are directed to compile all videos and email to ftad_caraga@deped.gov.ph c/o Mr. Jonathan F. Garzon, EPS, FTAD on or before December 5, 2022.
7. Further, each SDO shall select one school head to present his/her success story during the presentation of best practices in the morning. His/her presentation shall revolve around the following questions:
 - a. Where were we before?
 - b. What did we do?
 - c. Where are we now?
 - d. What do we plan to do next?
8. Morning & afternoon snacks, lunch and dinner will be served.
9. Expenses incurred during the activity shall be charged to Regional MOOE 2022 subject to the usual accounting and auditing rules and regulations.
10. For clarification, please contact Alejandro P. Macadatar, Regional SBM Coordinator through alejandromacadatar@deped.gov.ph.
11. For information and compliance.


MA. GEMMA MERCADO LEDESMA
Regional Director 

Encls.: AS STATED

Reference: NONE

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

SBM CONVOCATION

FTA/apm
10/11/2022

BOOTH DISPLAY MECHANICS

1. General purpose of the display is for the SDO to showcase and communicate their own best and notable practices in terms of SBM, CI and TA for benchmarking by other divisions.
2. Preparation of Booth shall be done on December 14, 2022 (Day 0) and/or very early of December 15, 2022. Booth viewing shall start anytime in the morning even prior to the Opening Program at 9:00am.
3. Each SDO is given one table inside the program hall.
4. Size of the tarpaulin is limited to a maximum of 3 feet by 6 feet (portrait). Should capture the best and notable practices of the SDO in general
5. Use of cloth, TV set and potted plants are optional.
6. Leaflets, magazines, brochures and other printed materials are highly recommended.
7. Assignment of at least personnel to answer questions and clarifications from the audience/spectators.