

February 18, 2019

REGIONAL MEMORANDUM

NO. 071-2019


CONDUCT OF THE 2019 REGIONAL SCHOOL BASED MANAGEMENT CONGRESS

**TO: Regional Office Chiefs and Unit Heads
Schools Division Superintendents
All Others Concerned**

1. The Department of Education – Cordillera Administrative Region announces the conduct of the School Based Management (SBM) Congress with the theme, **“School Based Management towards Transformational Leadership and Sustainable Development in 21st Century Schools”**, on **March 7, 2019** at the DepEd-CAR Court, Wangal, La Trinidad, Benguet.
2. The objectives of this congress are for the participants to:
 - a. share their exemplary initiatives relative to School Based Management;
 - b. replicate SBM Practice learned from other schools; and
 - c. apply best inputs learned for the improvement of school management in their areas.
3. The Congress will be highlighted by Plenary Sessions on various sharing of School Heads whose assigned schools have reached SBM Levels 2 and 3; Parallel Sessions on initiatives of School Heads exemplifying SBM Level 2 of practice; Viewing various exhibits of best practices on school-based management from the 8 SDOs; and Awarding of certificates of recognition to Schools that have reached the Maturing level of SBM Practice (Level 2).
4. Expected participants are the following:

OFFICES	PARTICIPANTS	NO.
Office of the Regional Director	RD May B. Eclar, ARD Bettina Daytec-Aquino	2
Schools Division Office	SDS or ASDS	8
	SGOD Chief or representative	8
	CID Chief or representative	8
	SBM Coordinator	8
	School Heads of SBM Maturing Level Schools (including the presenters) – validated by the RO Validation Team: Abra-20; Apayao-14; Baguio City-9; Benguet-22; Ifugao-15; Kalinga-11; Mt. Province-5; Tabuk City-10	106
	School Heads of SBM Beginning Level Schools (24 elementary and 10 secondary or 34 per SDO)	280
	PTA President of the School Head Presenter (24) and Federation PTA President per SDO (8)	32
	TOTAL	452

5. Schools Division Offices are advised to submit the list of confirmed participants following the template in Enclosure D through email address ftad.depedcar@gmail.com on or before March 1, 2019.
6. Participants who have confirmed to participate but fail to actually attend the congress will be obliged to pay the total amount allotted per participant for this activity. SDOs are accountable in ensuring full attendance of the listed participants in all sessions.
7. Schools Division Offices are requested to handle lodging needs of their respective participants to be charged against any available local funds subject to the usual accounting and auditing rules and regulations.
8. The Regional Office will manage the one-day meal requirements for all participants including the Regional Technical Working Group, to be charged against Regional MOOE. First meal will be breakfast on March 7 and last meal will be dinner of the same day.
9. Travel expenses and meals of all participants not covered within the duration shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
10. Participants are advised to wear any semi-formal attire.
11. Attached with this memorandum are the following enclosures:
 - A. Matrix of Activities with Opening and Closing Program Guide
 - B. Format and Guidelines of Presentation for SBM Presenters including guidelines for document exhibits
 - C. Working Committees
 - D. Confirmation template for participants
 - E. Documentation guide
12. To ensure facilitation of activities during the Congress:
 - a. Finalization of agreements and viewing with critiquing of audio-video presentations will be conducted on **February 21, 2019** at the SNC Hall from 8:30 AM onwards. Participants to the said activity will be the following:
 - 4 FTAD personnel;
 - 8 SBM Coordinators from the SDOs; and
 - 24 School Head-presenters (3 from each SDO)
 Accommodation and meals will be charged against Regional MOOE. First meal will be dinner of February 20 and last meal will be PM Snack of February 21, 2019.
 - b. Pre-activity meeting to include the Regional Technical Working Group, will be conducted on February 26, after the flag raising ceremony.
13. Immediate dissemination of and strict compliance to this Memorandum is directed.


MAY B. ECLAR, Ph. D., CESO V
 Regional Director

Tracking Number:
 1550 65 9950

Enclosure A

MATRIX OF ACTIVITIES

TIME	ACTIVITY	FACILITATORS	VENUE
7:00 – 8:00	Registration	Committee In-charge	Benguet Sports Center
8:00 – 9:00	Opening Program National Anthem Doxology Cordillera Hymn Recognition of Participants Welcome Remarks Intermission Introduction of Keynote Speaker Keynote Speech Congress Mechanics	MC: Patricio Dawaton CRSHS CRSHS CRSHS ARD Bettina Aquino RD May B. Eclar BSPED Center Carmel F. Meris Dexter Pante AVP	BSC
9:00 – 10:00	First Plenary Session	School Head of Navotas	BSC
10:00 – 11:00	Second Plenary Session	School Head	BSC
11:00 – 12:00	Parallel Sessions *Room A – Elementary *Room B – Elementary *Room C – Secondary	Presenters, Session Managers, Moderators, Reactors, Documenters, ICT Support	A-BSC B-NEAPR C-SNC
1:00 – 3:00	Continuation of Parallel Sessions		
3:00 – 4:00	Viewing of Exhibits	Display Guardians or Keepers	BSC
4:00 – 5:00	Closing Program Nationalistic Song Awarding of Certificates of Participation Awarding of Certificates of Recognition to SBM Level 2 Schools (School Head, School SBM Coordinator, PTA, Division) Message Acknowledgment Closing Prayer	MC: Patricio Dawaton AVP RD/ARD - RD/ARD/CO RD May B. Eclar Carmel F. Meris Edgar H. Madlaing	Benguet Sports Complex

Enclosure B

Format and Guidelines of Presentation for SBM Presenters

A. Guidelines for Presentation:

1. Two school heads from the elementary level and one school head from the secondary level per SDO will present during the SBM Congress.
2. Schools to be recommended for the presentation must have undergone the Division and Regional validations with complete documents to prove they have qualified for SBM level 2 accreditation.
3. Each presenter will prepare an **audio-video presentation** good for 5 to 7 minutes.
4. The audio-video presentation should follow this format:
 - a. Brief History of the School
 - b. Best Practices along the 4 SBM Indicators: *Leadership and Governance; Curriculum and Instruction; Accountability and Continuous Improvement; Management of Resources*
 - c. Gains or Effect of SBM Practices to the school, the stakeholders, and the learners (Status of School Performance and Student Achievement because of SBM)
 - d. Learnings or Realizations through SBM
5. Presentations need to be initially presented on February 21, Friday at the SNC Conference Hall during the meeting.

B. Mechanics of Presentation:

DURATION	IN-CHARGE	WHAT TO DO
3 minutes	Session Manager	Greets the participants; Reads the mechanics for the sessions; Checks that all presenters, documenters, reactors, moderators, and participants are in
7 minutes	Presenter	Introduces oneself, name of school, PTA; Plays audio-video presentation
5 minutes	Reactor	Gives feedback; Clarifies areas needing elaboration; Suggests inputs for improvement
5 minutes	Moderator	Facilitates reactors' time and question and answer portion within time allotted
20 minutes		

Guidelines for Document Exhibits

1. Each SDO is requested to gather documents or relevant materials from eligible schools to validate SBM level 2 of practice.
2. Display must show document evidences along the four indicators: Leadership and Governance; Curriculum and Instruction; Accountability and Continuous Improvement; Management of Resources.
3. Display must also include evidences of significant improvements of the schools through effective school based management.
4. Each display area must have a guardian or keeper to explain what the displays are and to answer queries from observers.
5. Each SDO is accountable in making the display area presentable and appreciable.
6. Display viewing will be done after the parallel sessions from 3:00 to 4:00 in the afternoon. However, participants may view any time they may be free.

**TECHNICAL WORKING GROUP
SBM Congress**

A. LIST OF TWG MEMBERS

OFFICES	PERSONNEL
Office of the Regional Director	RD May B. Eclar, ARD Bettina Daytec- Aquino, Jumar Yago-an, Vandolf Flora, Glenn Papa, Georaloy Palao-ay, Jeremy Kermit Padilla
Administrative Division	Chief Edgardo T. Alos, Marites Calica, Lilia Banawe, E Kevin Tadao, Anthony Bagano, Edwin Balingawan, Pe Eric San Jose
CLMD	Chief Emilia Faustino, Asterio Madalla, Jeannie Claire Edgar Madlaing, Marcelo Talamayan, Patricio Dawato Apopot
ESSD	Chief Agustin Gumuwang, Eng'r Christopher Hadsan, Calatan, Dr. Manuel Dangawen
FTAD	OIC Chief Carmel Meris, Marjory Valdez, Elfredo Dal Villena
Finance Division	Atty. Sebastian Tayaban, Ermiely Godoy, Alice Bodon Balura
HRDD	OIC Chief Jennifer Ande, Denia Tamate, Rosita Agr Gabol, Cynthia Harada
PPRD	Chief Pio Ecuán, Rafaela Gawigawen, Jennilyn Kitor
Quality Assurance Division	Chief Aida Payang, Florence Balictan, Maksim Botile Cayasen, Rosmarie Dalang, Jose Lorenzo Cobarubl
BHROD - SED	Project Management, BHROD and Field Operations Revsee A. Escobedo staff and BHROD - SEDs Con

B. ROLES AND FUNCTIONS

COMMITTEES	TERMS OF REFERENCE	
Convenors/Chairpersons	Manages the overall conduct of the congress	RD Ma ARD B
Coordinators	Coordinates/assists in providing direction to congress activities	Carme Marjor staff a Elfred
Finance and logistics	Ensures the efficient execution of procurement	Atty. S Finan
Registration and Attendance	Handles the registration and attendance for the activity	To ov Abra- Apay Pigga Bagui Beng Ifuga Coba Kalin MP- Tabu

Lodging	Ensures the comfortable lodging of the Project Management, BHROD-SED and Field Operations staff	Chief Jennifer Ande, Cynthia Harada, Emmanuela Gabol
Program and Invitation	Facilitates the smooth conduct of the activity; Ensures the presence of invited speakers and guests	OIC Chief-Carmel Meris, Marjory Valdez, Alfredo Dalang, Patricio Dawaton
Stage and Hall Preparation	Assures the readiness of the venue including set-up of sound system, chairs, and tables (Plenary and Break-away Halls)	Chief Agustin Gumuwang, Eng'r Christopher Hadsan, all Maintenance Personnel, Jumar Yago-an, Vandolf Flora
SBM Exhibit/Display Areas	Ensures suitable space as display area; Labels display area for each SDO; Monitors security of materials or documents on display when guardians are on task	Chief Edgardo T. Alos, Marcelo Talamayan, all drivers
Display Guardians or Keepers per SDO	Stays in their respective Division display area; presents or explains what the exhibits are all about; responds to queries pertaining to documents or materials on display	Bernie Gamiao, Lorna Llana, Maribel Latawan, Lourdes Lomas-e, Juanito Padawan, Jr., Jeannie Claire Bocalan or Michael Lupian, Agustina Lomen, Elmer Sagubo
Ushers	Guides the participants and visitors in designated areas; ensures the comfort of DepEd authorities and guests; ensures that they are served meals on schedule	To monitor ushers/guide RD and ARD: Chief Emilia Faustino SDO SDS/ASDS-Maksim Botilas, SDO Chiefs of SGOD and CID-Conchita Balura, BHROD-SED-Edralyn Ganga, Emiely Godoy, Kevin Tadao, Alice Bodong, Edgar Madlaing, Denia Tamate, Rosita Agnasi
Documenters	Documents the highlights of the presentation, questions from participants and reactions of the reactors. Provides photo documentation of significant activities.	To monitor and collect documentations: Chief Pio Ecuán Room A: Asterio Madalla, Rafaela Gawigawen Room B: Jeanie Claire Piggangay, Jennilyn Kitongan Room C: Annie Rose Cayasen, Angela Apopot Photo documentation: Jeremy Kermit Padilla
Moderators	Manages parallel sessions, ensures that all personnel and necessary equipment are ready for the session, introduces presenters, facilitates Q and A, assists the documenters in documentation proceedings and safe keeping of files, closes the session	To monitor: Alfredo Dalang Room A: Bernie Gamiao, Lorna Llana, Maribel Latawan Room B: Lourdes Lomas-e, Juanito Padawan, Jr., Jeannie Claire Bocalan or Michael Lupian Room C: Agustina Lomen, Elmer Sagubo
Reactors	Provides feedback on presentations (learnings and gains or areas that need to be strengthened); suggests	Project Management, BHROD and Field Operations under Hon. Atty. Revsee Escobedo

	other relevant practices that may be incorporated	staff and BHROD-SED Consultative group
Monitoring and Evaluation	Facilitates the conduct of congress evaluation by the participants	Chief Aida Payang, Rosmarie Dalang, Florence Balictan
ICT Support	Sets up presentations and ensures that audio-video equipment are ready in every hall	Room A: Jumar Yago-an Room B: Vandolf Flora Room C: Glenn Papa
Transportation and Security	In case of emergency, ferry the participants who need medical attention; Ferry the Project Management, BHROD and Field Operations staff; Assures security of materials in the display areas	Chief Edgardo Alos, Lilia Banawe, Anthony Bagano, Edwin Balingawan, Peter Lid-ayan, Eric San Jose
Awards, Certificates, Tokens	Ensures that all certificates, tokens are ready during the awarding	OIC Chief Carmel Meris, Marjory Valdez, Alfredo Dalang, Jefferson Villena, Jeremy Kermit Padilla, Glenn Papa, ushers
Medical Staff	Provides medical assistance when necessary; Ensures that over the counter drugs are available during emergency cases	Dra. Angeline Calatan, Dr. Manuel Dangawen, Cynthia Harada
Meals	Ensures that all meals are served on time and in sufficient quantities; ensures that all participants, DepEd authorities, and guests are well served	Edgardo T. Alos, Marites Calica, all ushers
Publicity and Media Relations	Manages media relations during the activity	ARD Bettina Daytec- Aquino, Georaloy Palao-ay
Cleanliness and Sanitation	Ensures that session halls are clean before and after sessions; checks on cleanliness of and availability of water in comfort rooms	Lilia Banawe, All janitorial services staff

Enclosure D

List of Participants to the 2019 School Based Management Congress
(to be submitted on or before March 1, 2019 through ftad.depedcar@gmail.com)

Reminders:

1. Fill in the two templates. Template I is for the presenters and Template II is for the participants.
2. Fill in all the information needed.
3. For column **G** in Template II, each division is allotted slots per session room. To ensure that there is an equal number of participants in each session, SDSs are encouraged to distribute their participants accordingly.
4. **EACH SESSION ROOM** must include the SDS/ASDS, CID and SGOD Chiefs, Elementary and Secondary School Principals of Levels 1 and 2, and PTA representatives. SBM coordinators shall form part of the TWG. Please refer below for the parallel Session Room and the expected number of participants per session room:
 - a. Session Room A (Benguet Sports Center) – 146 pax
 - b. Session Room B (NEAPR Conference Hall) – 146 pax
 - c. Session Room C (SNC Hall) – 145 pax
5. Exchanging of session rooms is highly discouraged (i.e. If a participant decides to stay in Session Room C, he must stay there for the whole break-out session).

Template I

A	B	C	D	E	F
No.	DIVISION	NAME OF PRESENTER	DESIGNATION	SCHOOL	NAME OF PTA REPRESENTATIVE AND POSITION
1.	Apayao	Lito Neri	Principal II	Luna CS	Edwardo Tesoro, President

Template II

A	B	C	D	E	F	G
No.	DIVISION	NAME OF PARTICIPANT	DESIGNATION	OFFICE/SCHOOL	SBM LEVEL OF MANAGEMENT	ASSIGNED PARALLEL SESSION ROOM
1.	Abra	Femie Pe	Chief	SGOD	NA	Room A
2.	Abra	Jose, Marie	Principal IV	Abra High School	Level 1-Developing	Room C

Enclosure E (to be accomplished by the documenter)

DOCUMENTATION

PARALLEL SESSION ROOM: _____

Presenter	Name of School	Highlights of the presentation	Name of Reactor	Reaction of the reactor	Questions from the participants	Response of the presenter

Name and Signature of Documenter: _____

Date: _____