



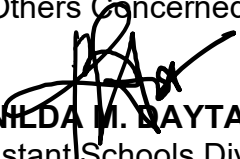
*Republic of the Philippines*  
 Department of Education  
**Cordillera Administrative Region**  
**Schools Division of Benguet**  
 Wangal, La Trinidad, Benguet  
 Telefax: (074) 422-6570 Telefax: (074) 422-7501



**DIVISION MEMORANDUM No. 109, s. 2020**

**TO:** Office of the Schools Division Superintendent  
 Curriculum Implementation Division  
 School Governance and Operations Division  
 Secondary and Elementary School Heads  
 All Others Concerned



**FROM:**  **BENILDA M. DAYTACA, EdD, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC-Office of the Schools Division Superintendent

**SUBJECT: SDO-SBM TASK FORCE TELECONFERENCE MEETING**

**DATE:** 27 May 2020

1. In line with the implementation of School-Based Management (SBM) which profoundly ensures the continuous implementation of programs, projects and activities for the improvement of schools towards the attainment of higher pupil/student learning outcomes, the Schools Division of Benguet through its SBM Task Force will be holding a teleconference meeting on June 4, 2020 (Thursday) which will start at 8:30 A.M. (Pls. see Annex A for the Matrix of Activity)
2. This teleconference aims to:
  - a. organize and capacitate SDO SBM Task Force Teams to conduct validation of school's SBM self-assessment level of practice utilizing the SBM Assessment Tool;
  - b. identify implemented best practices of schools;
  - c. update schools through the PSDSs/CPs and school head representatives on SBM assessment and other monitoring tools; and
  - d. ensure conduct and submission of school's self-assessment of their SBM level of practice biannually.
3. Participants to this one-day teleconference are the following:

<b>A. SDO Personnel:</b>	
Benilda M. Daytaca, EdD, CESO VI	SDS
Nestor L. Bolayo	ASDS
Lucio B. Alawas	SGOD-CES

Rizalyn A. Guznian	CID-CES
Glenn N. Duguis	AO IV
Eric S. Wanson	ITO
Florinda C. Pagoy	Accountant III
Florabel E. Buclay	Budget Officer
Florabel C. Balanon	Supply Officer
Cesar B. Luma-ang	SGOD-EPS
Jocelyn L. Alimondo	HRD SEPS
May Claire A. Jimenez	SMN SEPS
Nerissa L. Barbosa	DRRM
Viginia V. Basatan	SMME SEPS
Delia M. Bandao	SP1
Melba Himoldang	Physical Facilities
Mary Grace G. Matias	SHN MD
Nover Singgangan	Legal
Xylene Grail D. Kinomis	PRD SEPS
Jeanette I. Kiong	Planning Officer IV
<b>B. PSDSs/CPs</b>	
Aladin M. Dobinto	Atok
Virginia B. Salio-an	Bakun
Herminia M. Osting	Bokod
Melchor C. Tican	Buguias
Joseph A. Pacpaco	Itogon 1
William D. Abance	Itogon 2
Simon T. Backian	Kabayan
Molly M. Ablaza	Kapangan
Jonathan G. Sadey	Kibungan
Rosita T. Dayag	La Trinidad
Ludinia A. Sano-an	Mankayan
Marcelino S. Baldo	Sablan
Delarosa V. Delmas	Tuba
Ambrosio T. Atew	Tublay
<b>C. School Heads - preferably with SBM Level 2 of Practice (To be identified by the PSDS/CP)</b>	
Atok	3
Bakun	3
Bokod	2
Buguias	3
Itogon 1	2
Itogon 2	3
Kabayan	2
Kapangan	2
Kibungan	2
La Trinidad	3
Mankayan	3
Sablan	2
Tuba	3
Tublay	2

4. Participants are expected to prepare their Laptop with browser/ Mobile Phone installed with Hangouts Meet application, wear proper attire and be ready at least 15 minutes before the start of the videoconference.
5. A card load worth PhP 300.00 will be provided to each participant except school heads chargeable against SDO fund subject to the usual accounting and auditing rules and regulations.
6. For information and guidance.

**Annex A: Matrix of Activity**

Time	Activities/Topics	Responsible Person
8:30 – 9:30	Preliminary Activities <ul style="list-style-type: none"> <li>- Call to Order</li> <li>- Opening Prayer</li> <li>- Statement of purpose</li> <li>- Message</li> </ul>	CES-SGOD, Lucio B. Alawas PSDS-Bakun, Virginia B. Salio-an SMME – Delia Bandao OIC – SDS, Benilda M. Daytaca, EdD, CESO VI
9:30 – 12:00	IMES Tool	SEPS-SMME, Virginia Basatan
	SEDOE	HRD-SEPS, Jocelyn L. Alimondo
	WinS	SHN-MD, Mary Grace G. Matias
12:00 – 1:00	Lunch Break	
1:00 – 5:00	Updates on SBM Assessment Tools	FTAD-EPS, DepEd CAR - Marjory Valdez
	AIP Issues/Concerns	CES-SGOD, Lucio B. Alawas
	Announcement/Adjournment	CES-SGOD/OIC-SDS