

Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

10 Nov 2020

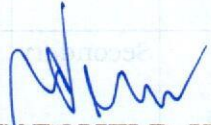
DIVISION MEMORANDUM

No. 419 , s. 2020

**Shapulan ni Ashal: Conduct of School Based Management (SBM)
Baguio Division Best Practice Awarding 2020**

To : **All Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Others Concerned**

1. Relative to Regional Memorandum (RM) No. 284, s. 2020 or the *2020 Search for Best Practice in the Department of Education Cordillera Administrative Region*, this Office through the School Governance and Operations Division (SGOD) - School Monitoring, Management, and Evaluation (SMME) Section in coordination with the Human Resource and Development (HRD) Section will conduct a re-orientation on the School Based Management (SBM) and recognition of the School's Best practices **on Friday, 04 December 2020 at 8:30 A.M. via face to face and virtual platform at the 3rd Floor, Schools Division Office Training Center at their best and comfortable attire.**
2. Participants on face to face mode are the proponents who submitted their entries for the *2020 Search for Best Practice*. Refer to Enclosure No. 1 of this memorandum for the list of expected participants.
3. Virtual Participants to the activity shall be all 67 Public School Heads via Zoom platform (except for those identified on the face to face participants). Link will be sent to the official Facebook Group Chat of School Heads prior to the activity.
4. Face to face participants shall wear their face masks and face shields and bring with them their ballpens and alcohols/sanitizers for health safety purposes. Refer to Enclosure No. 2 and 3 for the Activity Matrix and Technical Working Committee, respectively.
5. Expenses relative to the conduct of the activity shall be charged against the Division MOOE subject to usual auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum is desired.


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent

SGOD/SMME/acb





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Enclosure No. 1 to Division Memorandum No. 419, s. 2020

Face to Face Participants

Proponent	Level	School	Title of Best Practice
Esther K. Litilit	Elementary	Baguio Central School	SIRIB
Teodora B. Botis	Elementary	Camp 7 ES	LOVE: Lead an Optimism Vision and Engagement
Marife O. Pio	Elementary	Camp 7 ES	Basura: Katumbas ay Biyaya
Jovelyn Petra T. Balantin	Division Office	Division Office	PAMMADAYAW: The Road to CSC PRIME HRM Maturity Level II Recognition
Rose Melody M. Flores	Elementary	Don Mariano Marcos ES	Barangay Council Sponsorship Allowances for Education (BSAFE)
Maribeth A. Cuaresma	Elementary	Gibraltar ES	EASY (School Records Management System)
Helen C. Acop	Elementary	Loakan ES	Transparency Counts
Josephine D. Lata	Elementary	Loakan ES	Project FREE (Free Remarkable Education to Extremely Deserving Indigent Pupils)
Helen C. Acop	Elementary	Loakan ES	Quarterly Behavioural Awards for Pupils and Stakeholders of Loakan ES
Ma. Joan Andayan	Secondary	Magsaysay NHS	SBM Best Practice
Jorgette S. Lampuyas	Secondary	Magsaysay NHS	Growers: A Program for Spiritual Upliftment
Winnie C. Martes	Secondary	Magsaysay NHS	Teamwork Goes a Long Way: Money Matters
Elvira B. Bandong	Secondary	Magsaysay NHS	Best Learning Environment: IT Matters
Francine D. Rillera	Secondary	Magsaysay NHS	Magsaysay's GIANT (Great Individuals Achieving, and Nurturing their Talents and Skills): Club Hour
Jessica F. Ruiz	Secondary	Magsaysay NHS	The Growth of Rapid Members (Exclusively for 4Ps) Reach All Programs for Individual Development
Chiva ed Doakan Foundation and Grade 7 Integrity Subject Teachers (one representative only)	Secondary	Mil-an NHS	Co-CREATE (Community and Culture for Relevant and Theatre Education)
Supreme Student Government Officers and School Governing Council Board Members (one representative only)	Secondary	Mil-an NHS	Student-Led Parents General Assembly and Card Giving
School Governing Council Board Members (one representative only)	Secondary	Mil-an NHS	SGC: Governning with Care





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Proponent	Level	School	Title of Best Practice
Remedios P. Quinio	Elementary	Pacday Quinio ES	Tame to Team
Whitney A. Dawayen	Secondary	Pines City National HS	Sab-atan: The Learning Hub of PCNHS endeavors
Soledad E. Copsiyan and Lorelyn F. Biadno (one representative only)	Secondary	Pines City National HS	Pag-asam: Programang Aakay Gagabay at Aaruga tungo sa mabuting Samahan ng Anak at Magulang ng PCNHS
Elvim V. Ramos	Secondary	Pines City National HS	D.R.E.A.M. Decisive, Responsible, Empowered, Affirmative and Motivated Individuals towards the Future
Master Teacher of PCNHS (one representative only)	Secondary	Pines City National HS	PCNHS Give Sense to Your Cents
Cristina P. Acosta	Secondary	Pines City National HS	Kasanggaral (Kasangga sa Pag-aaral Program)
Maricel D. Ambaked	Secondary	Pines City National HS	#ResearchPaMore: Promoting the Culture of Research in PCNHS
Liza Gay P. Parantac	Secondary	Pinget NHS	Peer Mentoring Program





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Enclosure No. 2 to Division Memorandum No. _____, s. 2020

Activity Matrix

Time	Activity	Person/s In charge
8:00 to 8:30 A.M.	Registration/Attendance	
8:30 to 8:45 A.M.	Preliminary Activity: Nationalistic Song- AVP Prayer- AVP Opening Message Statement of Purpose Acknowledgement of Participants	Arthur Tiongan SGOD, CES Jocelyn C. Coldeg EPS II, SMME Arian C. Bangse-il AO III, SMME
8:40 to 10:00 A.M.	ACCESS & School-based Management (SBM) Framework	Christopher C. Benigno OIC- Office of the ASDS
10:00 to 10:15 A.M.	Break	
10:15 to 12:00 P.M.	Guidelines on the Utilization of SBM Assessment Tools and Means of Verification	Christopher C. Benigno OIC- Office of the ASDS
12:01 to 1:00 P.M.	Lunch Break	
1:00 to 2:30 P.M.	Awarding of SDO Baguio Best Practices	Marilyn S. Api-it EPS – Filipino and Mary Jane N. Malihod, EPS-TLE
2:30 to 3:00 P.M.	Closing Message	Marie Carolyn B. Verano, CESO V Schools Division Superintendent

Emcee: Raymark P. Valentino and Arian C. Bangse-il





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Enclosure No. 3 to Division Memorandum No. _____, s. 2020

Technical Working Committee and Terms of Reference

Committee	Name	Designation	Term of Reference
Consultants:	Marie Carolyn B. Verano, CESO V	Schools Division Superintendent	Provides input/suggestions
	Christopher C. Benigno	Assistant Schools Division Superintendent	
	Arthur Tiongan	Chief Education Program Supervisor	
A. Registration Committee	Vima G. Cadungog	Chairperson	Prepares attendance sheets and link for virtual participants
	Alejandro V. Ferry	Member	
	Jesse Lance S. Dawaton	Member	
B. Planning Committee	Jocelyn C. Coldeg	Chairperson	1. Plans for the preparation and conduct of the activity 2. Calls for Meetings
	Jovelyn T. Balantin	Member	
	Asuncion C. Saguid	Member	
	Arian C. Bangse-il	Member	
C. Finance Committee	Belen R. Tomin	Chairperson	Allots budget as approved by the Management
	Lilybeth G. Degsi	Member	
	Herminia D. Canlas	Member	
	Berzon C. Billy	Member	
D. Documentation, Technical, and Design Committee	Christopher David G. Oliva	Chairperson	1. Documents the entire program management (e.g. backdrop, plaque designs) 2. Assists virtual participants 3. Prepares sound system
	Jerichko Bauer L. Laroco	Co-chairperson	
	Jesse Lance S. Dawaton	Member	
	Josef Eric P. Oliveros	Member	
	Nestor S. Percy	Member	
E. Communications Committee	Arian C. Bangse-il	Chairperson	1. Communicates and coordinates with the different Committees 2. Follows procurement processes and conducts other logistics 3. Prepares AVP, Certificates and Program paper 4. Drafts Memo
	Fevie B. Cosi	Member	
	Alejandro V. Ferry	Member	
	Raymark P. Valentino	Member	





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F. Assessment Committee	Division PRAISE Committee: Christopher Benigno, OIC-ASDS, <i>Chairperson</i> Arthur Tiongan, SGOD Chief <i>Co-chairperson</i> Members: 1. Marilyn Api-it, EPS - Filipino 2. Jovelyn Balantin, SEPS-HRD 3. Harris Dizon Jr., ITO 4. Nieves Ebanio, AO V 5. Mary Jane Malihod, EPS-TLE 6. Juliet Sannad, CID Chief 7. Belen Tomin, Budget Officer Secretariat: 1. Asuncion Saguid, EPS II-HRD 2. Ma. Louella Moncada, AO IV	Conducts the assessment of Best Practice entries
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