



Sir Asio



**DIVISION OF MISAMIS ORIENTAL**

May 2, 2018

**DIVISION MEMORANDUM**

No. 217 S. 2018

**Orientation/Workshop on the Utilization of the Manual of Operations on Technical Assistance (TA) Nexus and Contextualized Version of School-Based Management (SBM)**


<b>TO:</b>	Rudy O. Magdugo	Chief - SGOD
	Roie M. Ubayubay	Public Schools District In-charge
	Danny A. Asio	Senior Education Program Specialist
	Lynneth R. Abroguena	School Head, Jasaan CS
	Emere C. Jenisan	School Head, Salay CS
	Aura Villastique	School Head, Naawan CS
	Allen O. Kilat	School In-Charge, Kimalol ES
	Flordez P. Cailing	School In-Charge, Kibalos ES
	Jessica Interina	School In-Charge, Punong ES
	Fe D. Arancon	School Head, Tagoloan NHS
	Marife D. Balaba	School Head, Sta. Ana NHS
	Adefer B. Caño	School Head, Initao NHS
	Lilibeth C. Gerona	Head Teacher, Cabalawan IS
	Mherlyn D. Agluba	Head Teacher, Mahayahay IS
	Garlandino P. Galaring	Head Teacher, Kibanban IS
	<i>This Division</i>	

- 1) Pursuant to Region Memorandum no. 231, s. 2018 re: *Change of Additional Information to RM 212, s. 2018 Orientation/Workshop on the Utilization of the Manual of Operations on Technical Assistance (TA) Nexus and Contextualized Version of School – Based Management (SBM)*, you are hereby advised to attend the **Orientation/Workshop on the Utilization of the Manual of Operations on Technical Assistance (TA) Nexus and Contextualized Version of School – Based Management (SBM)** on May 15 - 19, 2018 at Hotel Koresco, Pueblo de Oro Golf Estates, Fr. Masterson Avenue, Cagayan de Oro City.
- 2) Participants are encouraged to follow the schedule of pre-work meeting and assembly proper on the said Region Memorandum. See the attached enclosure no. 1 for the list of participants to the SBM Regional Orientation/Workshop.
- 3) Attached is the Region Memorandum no. 231 s. 2018 for reference.



- 4) Traveling and other incidental expenses of participants shall be charged against local funds while board and lodging shall be charged against Region HRTD funds, subject to existing accounting and auditing rules and regulations.
- 5) Immediate and wide dissemination of this Memorandum to all concerned is desired.

/SGOD/daa

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

**Orientation/Workshop on the Utilization of the Manual of Operations on  
Technical Assistance (TA) Nexus and Contextualized Version of School-  
Based Management (SBM)**


**PRE - Registration Form**  
Division of Misamis Oriental

	<b>Name</b>	<b>Position</b>	<b>Expected Date and time of Arrival</b>
1	Rudy O. Magdugo	SGDO Chief	May 15, 2018 @ 1:00 PM
2	Danny A. Asio	SBM Coordinator	May 15, 2018 @ 7:00 A.M.
3	Roie M. Ubayubay	PSDS	May 15, 2018 @ 1:00 PM
4	Lynneth R. Abrogueña	School Head - Elementary	
5	Emere C. Jenisan		
6	Aura Villastique		
7	Allen O. Kilat	School Head - Multi Grade	
8	Flordelez P. Cailing		
9	Jessica Interina		
10	Fe D. Arancon	School Head -Secondary	
11	Marife D. Balaba		
12	Adefer B. Caño		
13	Lilibeth C. Gerona	School Head/In-Charge - Integrated School	
14	Mherlyn D. Agluba		
15	Garlandino P. Galaring		

Prepared by:

  
**DANNY A. ASIO**  
Division SEPS - SMME

Submitted by:

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent



Republic of the Philippines  
Department of Education  
**REGION X – NORTHERN MINDANAO**

Zone 1 Upper Balulang  
Cagayan de Oro City

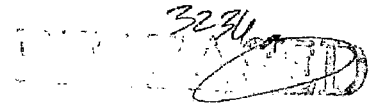
Telephone No.: (088) 880-7072, 880-7071; email: region10@deped.gov.ph



April 17, 2018 26 / 4 / 2018

**REGION MEMORANDUM**

No. 231, s. 2018



**CHANGE OF AND ADDITIONAL INFORMATION TO RM 212, s. 2018 ON  
ORIENTATION/WORKSHOP ON THE UTILIZATION OF THE MANUALS  
OF OPERATIONS ON TECHNICAL ASSISTANCE (TA) NEXUS AND  
CONTEXTUALIZED VERSION OF SCHOOL-BASED MANAGEMENT (SBM)**

To: **Schools Division Superintendents**  
**Chiefs of Regional Office Functional Divisions**  
*This Region.*

1. This Office announced the conduct of the **Orientation/Workshop on the utilization of the Manuals of Operations on Technical Assistance (TA) NEXUS and Contextualized Version of School-Based Management (SBM)** through Region Memorandum No. 212, s. 2018.
2. In view of this, the inclusive dates have been moved from April 30 - May 4, to May 15 - 19, 2018. The first meal to be served is dinner on May 15, 2018, and the last meal is lunch on May 19, 2018.
3. The dates indicated in the Activity Matrix (Enclosure No.3) hence are changed accordingly as attached. Likewise, all SBM Coordinators and facilitators are expected to attend the Meeting in the morning of May 15, 2018. The Opening Program will follow in the afternoon of the same day.
4. Added to the list of identified facilitators/ participants to the pre-work activity on April 20, 2018 are two SBM Coordinators: Para D. Talip of the Division of Misamis Occidental, and Ariel B. Montecalbo of the Division of Bukidnon.
5. Deadline for the submission of the Pre-Registration Form (Enclosure No.2) is extended to April 25, 2018. All participants are encouraged to bring laptops and EBEIS school mapping data.
6. All other provisions in the said Memorandum shall remain in effect. Immediate and wide dissemination of this Memorandum is desired.

**ALLAN G. BARNAZO**  
Director IV

Reference RM 212, s. 2018

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

School-Based Management      Technical Assistance NEXUS

FTAD/MARISA/lita

**ORIENTATION/WORKSHOP ON THE UTILIZATION OF THE MANUALS OF OPERATIONS  
ON THE CONTEXTUALIZED VERSION OF SCHOOL-BASED MANAGEMENT  
AND TECHNICAL ASSISTANCE (TA) NEXUS**

**Hotel Koresco, Cagayan de Oro City  
May 15-19, 2018**

**A C T I V I T Y   M A T R I X**

<b>Time</b>	<b>Day 0 (May 15)</b>	<b>Day 1 (May 16)</b>	<b>Day 2 (May 17)</b>	<b>Day 3 (May 18)</b>	<b>Day 4 (May 19)</b>
6:30 -8:00	<b>Breakfast</b>				
8:01-8:30			MOL	MOL	MOL
8:31-12:00	Meeting for SBM Coordinators and Facilitators	Overview on the Manuals of Operations (Parallel Sessions for SBM)	In-House Practicum for SBM APAT with DOD (Parallel Sessions)	Simulation on the Conduct of the SBM Validation and DOD	Presentation of Division Action Plan (DAC) and Setting of Agreement (Plenary Session)  Closing Program
12:01-1:00	<b>Lunch</b>				
1:01 -5:00	Arrival and Registration of Participants  Opening Program Leveling of Expectations	Continuation: Overview on the Manuals of Operations (Parallel Sessions for TA)	In-House Practicum for TA Nexus (Parallel Sessions)	Division Action Planning (DAC) for the Rollout	Home Sweet Home
6:01-7:00	<b>Dinner</b>				

**Submitted by:**

*Edith B. Lago-Ortega*  
**EDITH B. LAGO-ORTEGA, Ph. D.**  
Chief, FTAD

**Recommending Approval:**

*Shirley O. Chatto*  
**ATTY. SHIRLEY O. CHATTO**  
OIC, Asst. Regional Director

**APPROVED:**

*Allan G. Farnazo*  
**ALLAN G. FARNAZO**  
Director IV



Republic of the Philippines  
Department of Education  
**REGION X - NORTHERN MINDANAO**

Zone 1 Upper Balulang  
Cagayan de Oro City

Telephone No.: (088) 880-7072, 880-7071; email: region10@deped.gov.ph

**Tayo**  
PARA SA  
EDUKASYON

**DepED-X**  
Cagayan de Oro City

April 3, 2018

12 APR 2018  
2018

**RELEASED**

**REGION MEMORANDUM**

No. 212, s. 2018

**ORIENTATION/WORKSHOP ON THE UTILIZATION OF THE MANUALS OF  
OPERATIONS ON TECHNICAL ASSISTANCE (TA) NEXUS AND  
CONTEXTUALIZED VERSION OF SCHOOL-BASED MANAGEMENT (SBM)**

To: **Schools Division Superintendents**  
**Chiefs of Regional Office Functional Divisions**  
*This Region*

1. In line with Region Memorandum 415, s. 2017 on the *Establishment and Operationalization of Technical Assistance Mechanisms, Systems, and Processes* and DepEd Order 83, s. 2012 on the *Revised Implementing Guidelines on School-Based Management (SBM) and Assessment Process and Tools (APAT)*, a four (4) day **Orientation on the Utilization of the Manuals of Operations on Technical Assistance (TA) Nexus and Contextualized Version of School-Based Management (SBM)** will be conducted on April 30 to May 4, 2018 (Inclusive of Travel Time), at Hotel Koresco, Pueblo de Oro Golf Estates, Fr. Masterson Avenue, Cagayan de Oro City.
2. The objectives of the undertaking are as follows:
  - a. Distribute Manuals of Operations on Technical Assistance (TA) Nexus and Contextualized Version of School-Based Management (SBM);
  - b. Orient the organized Field Technical Assistance Teams, Division SBM Coordinators, and School Heads on the utilization of the newly developed manuals of operations on TA Nexus and SBM;
  - c. Engage the participants on the use of the improved tools as well as the appropriate dynamics for the purpose;
  - d. Organize the Division Core Team of Trainers for the Rollout/Dissemination;
  - e. Institutionalize TA Practices and SBM Principles in school governance; and
  - f. Appreciate the Morals of Synergy in the provision of Technical Assistance and conduct of validation in School-Based Management.

3. Participants are Regional Field Technical Assistance Teams (RFTAT), SGOD Chiefs, Division SBM Coordinators, Lead Public Schools District Supervisors (PSDS), and School Administrators preferably three (3) from each of the Elementary, Multi-Grade, Secondary, and Integrated Schools. (Please refer to Enclosure No. 1 for the list of participants.)

4. Check-in time will be at 2:00 pm, on April 30, 2018. The first meal to be served will be dinner of the said date, and the last meal will be lunch on May 4, 2018.

5. In as much as May 1 is a holiday due to the observance of Labor Day, the participants and facilitators shall be entitled to Compensatory Time-Off (CTO) in accordance with Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.

6. A pre-work activity will be conducted on April 20, 2018 at the same venue. It shall be attended by the identified facilitators of the event.

7. Likewise enclosed are the Pre-Registration Form (Enclosure No. 2) for submission to the Regional Office 10 through [depedftad10@gmail.com](mailto:depedftad10@gmail.com) not later than April 15, 2018; and the Activity Matrix (Enclosure No.3) for your reference.

8. Board and lodging, honorarium, and transportation of the Resource Person shall be charged to HRTD funds. The same provision shall apply to the participants, except for the honorarium and transportation and other allowances. The latter shall be charged to the local funds, subject to the usual accounting and auditing policies, rules, and regulations. This provision shall also apply during the conduct of the pre-work activity.

9. For more information, please contact Ms. Maria Salome M. Manlapig, EPS of FTAD, through her mobile number 09355984313.

10. Your usual support on the matter is highly enjoined.

  
ALLAN G. FARNAZO  
Director IV

Incl.: As indicated

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

Processes School-Based Management Systems Technical Assistance

FTAD/marisa

**ORIENTATION/WORKSHOP ON THE UTILIZATION OF THE MANUALS OF OPERATIONS ON TECHNICAL ASSISTANCE (TA) NEXUS AND CONTEXTUALIZED VERSION OF SCHOOL-BASED MANAGEMENT (SBM)**  
 April 23-27, 2018 @ Hotel Koresco, Cagayan de Oro City

**LIST OF PARTICIPANTS**

<b>Office/ Division</b>	<b>RFTAT (Functional Chiefs with 1 EPS/Personnel)</b>	<b>SGOD Chief</b>	<b>Div. SBM Coor.</b>	<b>PSDS</b>	<b>Sch. Heads (E/MG/S/IS) 3 per type of School</b>	<b>Others/ Facilitators</b>	<b>Total</b>
RO	16					2 from FTAD	18
Bukidnon		1	1	1	12		15
Cagayan de Oro City		1	1	1	12		15
Camiguin		1	1	1	12		15
El Salvador		1	1	1	12	Fritzie C. Sillabe	16
Gingoog City		1	1	1	12		15
Iligan City		1	1	1	12		15
Lanao del Norte		1	1	1	12		15
Malaybalay		1	1	1	12	Susan S. Olana	16
Mis. Occidental		1	1	1	12	Margarita L. Ruben	16
Mis. Oriental		1	1	1	12		15
Oroquieta City		1	1	1	12	Julieto M. Indonto	16
Ozamiz City		1	1	1	12	Rosalyn M. Lato	16
Tangub City		1	1	1	12		15
Valencia City		1	1	1	12	Miguelito D. Bendijo	16
<b>Total</b>	<b>16</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>168</b>	<b>8</b>	<b>234</b>



**ORIENTATION/WORKSHOP ON THE UTILIZATION OF THE MANUALS OF OPERATIONS ON TECHNICAL ASSISTANCE (TA) NEXUS AND CONTEXTUALIZED VERSION OF SCHOOL-BASED MANAGEMENT (SBM)**

Koresco Hotel, Cagayan de Oro City  
April 30-May 4, 2018

**PRE-REGISTRATION OF PARTICIPANTS**

Division of \_\_\_\_\_

	<b>Position</b>	<b>Complete Name (First Name, Middle Initial &amp; Last Name)</b>	<b>Expected Date and Time of Arrival</b>
1.	SGDO Chief		
2.	Division SBM Coordinator		
3.	PSDS		
4.			
5.	School Head - Elementary		
6.			
7.			
8.	School Head - MultiGrade		
9.			
10.			
11.	School Head - Secondary		
12.			
13.			
14.	School Head - Integrated Schools		
15.			
16.	Identified Facilitator, if any		

Submitted by:

\_\_\_\_\_  
Schools Division Superintendent

**ORIENTATION/WORKSHOP ON THE UTILIZATION OF THE MANUALS OF OPERATIONS  
ON TECHNICAL ASSISTANCE (TA) NEXUS AND CONTEXTUALIZED VERSION OF SCHOOL-BASED MANAGEMENT**

Hotel Koresco, Cagayan de Oro City  
April 30 to May 4, 2018

**A C T I V I T Y   M A T R I X**

Time	Day 0 (April 30)	Day 1 (May 1)	Day 2 (May 2)	Day 3 (May 3)	Day 4 (May 4)
6:30 -8:00 AM	<b>BREAKFAST</b>				
8:01-8:30 AM		Opening Program Levelling of Expectations (Plenary Session)	MOL	MOL	MOL
8:31 AM - 12:00 NN	Meeting for SBM Coordinators and Facilitators	Overview on the Manuals of Operations (Parallel Sessions for SBM)	In-house Practicum for SBM Validation and DOD ( Parallel Sessions)	Simulation on the conduct of the SBM Validation and DOD	Presentation of Division Action Plan (DAC) and Setting of Agreement (Plenary Session)  Closing Program
12:01 NN - 1:00 PM	<b>LUNCH</b>				
1:01 -5:00 PM	Arrival and Registration of Participants	Continuation: Overview on the Manuals of Operations (Parallel Sessions for TA)	In house Practicum for TA Nexus (Parallel Sessions)	Division Action Planning (DAC) For the Roll Out	Home Sweet Home
6:01-7:00 PM	<b>DINNER</b>				

Submitted by:

*[Signature]*  
**EDITH B. LAGO-ORTEGA, Ph.D.**  
Chief, FTAD

Recommending Approval:

*[Signature]*  
**ATTY. SHIRLEY O. CHATTO**  
OIC, Asst. Regional Director

**APPROVED:**

**ALLAN G. FARNAZO**  
Director IV