



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

March 31, 2025

DIVISION MEMORANDUM

No. 182, s. 2025

**PROVISION OF TECHNICAL ASSISTANCE IN THE IMPLEMENTATION OF
THE REVISED SCHOOL-BASED MANAGEMENT SYSTEM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
District Advisors
Public Schools District Supervisors
Division SBM Team
School Heads of the Recommended Schools
All Others Concerned

1. In reference with DO # 7, s. 2024 dubbed Policy Guidelines on the Implementation of the Revised School-Based Management System and the implementation of Project HATAW ISBM (Harmonized Accustomed and Adept provision of Technical Assistance Working towards Improved School-Based Management), this Office through the School Governance and Operations Division – School Management Monitoring and Evaluation Section hereby announces the schedule of the provision of technical assistance to the identified schools taken from the generated results of the online self-assessment.

2. The activity primarily aims to fortify the performance of schools on School-Based Management (SBM) by improving the performance of learners and the involvement of the community in the delivery of quality basic education. Specifically, the activity has the following objectives:

- a. analyze the results of the online self-assessment to identify each school's strengths and areas needing improvement in SBM implementation;
- b. design customized technical assistance plans that address the specific needs of each school;
- c. provide guidance and clarity on SBM dimensions, standards, and practices to strengthen school governance; and
- d. equip schools with tools and strategies for using data to inform decisions and track progress in SBM implementation.



P2 Brgy. Hamorawon, Calbayog City, Samar
(055) 530-0059 | bit.ly/depedcalbayog
calbayogcity.division@deped.gov.ph



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3. The **Division School-Based Management Team (DSBMT)** is hereby constituted as follows:

a. **Core Team:**

Chairperson: **DR. MARGARITO A. CADAYONA JR., CESO VI**
OIC- Schools Division Superintendent
DR. JUN NILOU A DULFO
OIC- Assistant Schools Division Superintendent

Co-Chairpersons: **DR. RENATO S. CAGOMOC**, Chief, CID
DR. AVELINA P. TUPA, Chief, SGOD

Members: **OSCAR D. BILLATE JR.**, EPS-SGOD Designate
ROBERT ANTHONY F. YGRUBAY, SEPS-SMM&E/Div. SBM Coord. Designate
ASTHER E. BACHAR, EPS II-SMM&E/Div. Alternate SBM Coord.
MARITA P. SENOLOS, SEPS- HRD
ROSALIA M. RIVERA, EPS II- HRD
GALINA V. PANELA, SEPS- PPR
MARLIE M. MENDOZA, Planning Officer III
CARREN MERYL A. CABADSAN, SEPS- SMN
SHARON D. BALZA, EPS II- SMN

CALBAYOG 1:

NORA G. CAPETILLO, PSDS

CALBAYOG 2

ALMA R. CABER, PSDS
JOSHUA SHERWIN T. LIM, EPS/ District Adapter

CALBAYOG 3

ANNABELLE O. YANGZON, PSDS
DR. JOY B. SALDAÑA, EPS/ District Adapter

CALBAYOG 4

JOSE A. ABON, PSDS
DR. NELSON R. BELLO, EPS, District Adapter

CALBAYOG 5

REYNALDO T. BERNALES, PSDS
DR. ERWIN L. PURCIA, EPS, District Adapter

CALBAYOG 6

TERESA D. VILLA, PSDS
MERCEDITA S. GARCIA, EPS, District Adapter

TINAMBACAN 1

MA. TERESA S. SIMON, PSDS

TINAMBACAN 2

ELBERT O. ONGCAL, PSDS



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ARNOLD M. JARABA, EPS, District Adapter

TINAMBACAN 3

ESTHER A. SIOZON, PSDS
NOEL E. BAGAYAP, EPS, District Adapter

OQUENDO 1

NOEMI S. CASTANTE, OIC- PSDS
RICKY S. CANO, EPS, District Adapter

OQUENDO 2

BENEDICTO M. MERALES, PSDS
DR. LOURDES L. MATAN, EPS, District Adapter

OQUENDO 3

DR. GERALDINE P. SUMBISE, PSDS

4. Hereunder is the schedule of TA provision per recommended school:

District	Recommended Schools	Date of TA	Schedule
C1	Carayman National High School	April 2, 2025	8:30am-12:00nn
	Carayman Elementary School		1:30-5:00pm
	Rizal 1 Elementary School	April 3, 2025	8:30am-12:00nn
	Naga Elementary School		1:30-5:00pm
C2	Bagacay Integrated School	April 4, 2025	8:30am-12:00nn
	Calbayog Pilot Central Elementary School		1:30-5:00pm
	Cacaransan Elementary School	April 7, 2025	8:30am-12:00nn
	Pagbalican Elementary School		1:30-5:00pm
C3	Calbayog City SPED Center	April 11, 2025	8:30am-12:00nn
	Calbayog City National High School		1:30-5:00pm



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	Esperanza Elementary School	April 21, 2025	8:30am-12:00nn
	San Antonio Elementary School		1:30-5:00pm
C4	Migara National High School	April 22, 2025	8:30am-12:00nn
	Guin-on Elementary School		1:30-5:00pm
	La Paz Elementary School	April 23, 2025	8:30am-12:00nn
	Osmeña Elementary School		1:30-5:00pm
C5	San Policarpo National High School	April 24, 2025	8:30am-12:00nn
	San Policarpo Central Elementary School		1:30-5:00pm
	Bontay Elementary School	April 25, 2025	8:30am-12:00nn
	Looc Elementary School		1:30-5:00pm
C6	Trinidad Central Elementary School	April 28, 2025	8:30am-12:00nn
	Trinidad National High School		1:30-5:00pm
	Buenavista Elementary School	April 29, 2025	8:30am-12:00nn
	Cabadiangan Elementary School		1:30-5:00pm
O1	Nabang Elementary School	April 30, 2025	8:30am-12:00nn
	Oquendo National High School		1:30-5:00pm
	Catabunan Elementary School	May 2, 2025	8:30am-12:00nn
	Giragaan Elementary School		1:30-5:00pm



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O2	Tarabucan National High School	May 5, 2025	8:30am-12:00nn
	Cabacungan Elementary School		1:30-5:00pm
	Capacuhan Elementary School	May 6, 2025	8:30am-12:00nn
	Cagbayang Integrated School		1:30-5:00pm
O3	Cabatuan National High School	May 7, 2025	8:30am-12:00nn
	Panlayahan Elementary School		1:30-5:00pm
	Bayo Elementary School	May 8, 2025	8:30am-12:00nn
	Mawacat Integrated School		1:30-5:00pm
T1	Rafael Lentejas Memorial School of Fisheries	May 9, 2025	8:30am-12:00nn
	Tinambacan Central Elementary School		1:30-5:00pm
	Saljag Elementary School	May 14, 2025	8:30am-12:00nn
	Amampacang Elementary School		1:30-5:00pm
T2	San Juaquin National High School	May 15, 2025	8:30am-12:00nn
	Binaliw Elementary School		1:30-5:00pm
	Cag-olango Elementary School	May 16, 2025	8:30am-12:00nn
	SJNS-Maguinoo Annex		1:30-5:00pm
T2	San Juaquin National High School	May 19, 2025	8:30am-12:00nn
	Binaliw Elementary School		1:30-5:00pm



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	Cag-olango Elementary School	May 20, 2025	8:30am-12:00nn
	SJNS-Maguinoo Annex		1:30-5:00pm
T2	Malaga National High School	May 21, 2025	8:30am-12:00nn
	Cangomaod Elementary School		1:30-5:00pm
T3	Caglanipao Sur Integrated School	May 22, 2025	8:30am-12:00nn
	Peña I Elementary School		1:30-5:00pm

6. The **Core Team** is expected to perform the following roles and functions:
 - a. Oversee the implementation of the program;
 - b. Take responsibility for making the team work efficiently and effectively;
 - c. Ensure resource availability to the program;
 - d. Orient all the Team Leaders and Members of the Sub-Composite Teams on the dimensions, indicators, assessment tool, and needed MOVs in the improvement of the School-Based Management; and
 - e. Ensure execution to schedule by resource assigned to program task.

7. The **HATAW ISBM Team** shall perform the following responsibilities:
 - a. Provide guidance and support to schools in the effective implementation of SBM practices.
 - b. Analyze data and provide recommendations for improving school performance and governance.
 - c. Maintain records of technical assistance provided to schools.
 - d. Provide feedback to schools on their performance and recommend actionable steps for improvement.
 - e. Develop a monitoring and evaluation framework to track SBM implementation and outcomes.

8. The SBM Teams of the identified schools shall prepare all needed documents/materials and ensure that they are ready during the visit of the DSBMT.

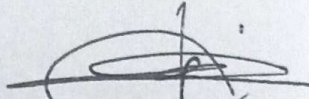
9. The schools shall prepare documents of the relevant activities conducted in SY 2024-2025 and/or any desired school year as MOVs per indicator of each principle.

10. This Memorandum shall serve as **Special Order** and **Travel Order** of all identified Chairperson/Co-Chairpersons/Team Leaders and Members of the **Core and HATAW ISBM Team** in all their scheduled TA provision.

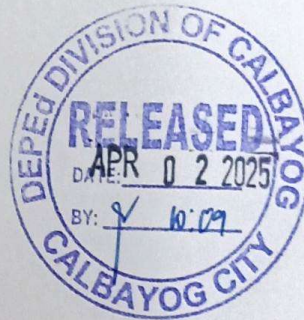


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11. Any expenses incurred by the school relative to the provision of TA shall be charged against School MOOE and other Local Funds subject to the
12. However, expenses (e.g. transportation, food, and other incidental expenses) incurred during the provision of TA by the team leaders and members of DSBMT shall be charged against the respective MOOE of the Functional Division and other Local Funds subject to the usual government accounting and auditing rules and regulations.
13. Immediate dissemination of this Memorandum is earnestly desired.



MARGARITO A. CADAYONA JR. PhD, CESO VI
OIC-Schools Division Superintendent



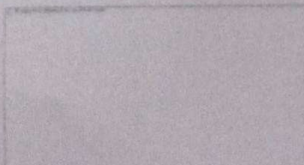
Enclosure: None

To be indicated in the *Perpetual Index Under* the following subjects:

SGOD

SMM&E

SCHOOL-BASED MANAGEMENT



P2 Brgy. Hamorawon, Calbayog City, Samar
(055) 530-0059 | bit.ly/depedcalbayog
calbayogcity.division@deped.gov.ph

