



Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



November 6, 2013

DIVISION MEMORANDUM

No. 685, s. 2013

**DIVISION SKILLS BUILDING WORKSHOP ON THE REVISED SBM ASSESSMENT
PROCESS AND TOOL**

**To: OIC, Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary School Heads
Secondary Lead School Principals**

1. This Office announces the conduct of a **Two- Day Live-in Division Skills Building Workshop On The Revised SBM Assessment Process and Tool** on November 21-22, 2013 at Golden Prince Hotel and Suites, Acacia Street, Corner Archbishop Reyes Avenue, Cebu City.
2. Participants to this two-day workshop are the Lead School Principals, Central School Principals and One School Head from a Big Barrio School in every district. They are required to bring to the venue the following:
 - SIP
 - Updated Performance Indicators for the last 3 School Years
3. First meal is breakfast on November 21, 2013 and last meal is dinner on November 22, 2013.
4. Meals, snacks and hotel accommodation shall be chargeable against **2012 SBM Program Support Funds**, while transportation and other incidental expenses relative thereto, shall be chargeable against **local school MOOE/SEF/PTA** funds, subject to their availability and the usual accounting and auditing rules and regulations.
5. This Memorandum serves as participants' Authority to Travel.
6. Immediate and wide dissemination of this Memorandum is desired.

ARDEN D. MONISIT, Ed.D.
Schools Division Superintendent