

June 25, 2019

DIVISION MEMORANDUM

No. 355, s. 2019

ORIENTATION – WORKSHOP ON SCHOOL – BASED MANAGEMENT (SBM) AND THE ENHANCED SCHOOL IMPROVEMENT PLAN (E-SIP)

TO: Assistant Superintendents
 Chiefs of SGOD and CID
 Division Supervisors / Coordinators
 District Supervisors / OICs
 Elementary and Secondary School Heads

1. This office announces the schedule of the conduct of the Orientation – Workshop for School – Based Management (SBM) and Enhanced School Improvement Plan (E-SIP) on the following dates and venue stipulated hereunder:

Inclusive Dates	Venue	Participants	Schedule of First & Last Meal
July 9 – 12, 2019	Hotel Fortuna	Cluster A PSDS, SCHOOL HEADS (Elem. & Sec.) & District SBM Coordinators	First Meal AM Snacks on July 9, 2019 Last Meal PM Snacks on July 12, 2019
July 16 – 19, 2019	Pavilion, Ecotech Center	Cluster B PSDS, SCHOOL HEADS (Elem. & Sec.) & District SBM Coordinators	First Meal AM Snacks on July 16, 2019 Last Meal PM Snacks on July 19, 2019
July 23 – 26, 2019	Hotel Fortuna	Cluster B PSDS, SCHOOL HEADS (Elem. & Sec.) & District SBM Coordinators	First Meal AM Snacks on July 23, 2019 Last Meal PM Snacks on July 26, 2019

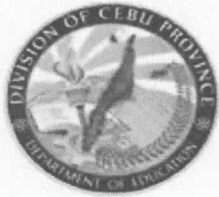
2. This orientation- workshop aims to :
 - a. integrate the competencies needed by the Division Assessment Committee (DAC) in the quality assurance of the ESIP development and implementation;
 - b. explain the ESIP content and process;
 - c. develop the schools' timetable for ESIP development, implementation, monitoring and evaluation;
 - d. craft the schools' ESIP for 2019-2022; and
 - e. be acquainted with the School –Based Management Too, Indicators and MOVs.
3. All participants are enjoined to bring the following during the orientation –workshop:
 - a. Hard and Soft Copy of the DepEd Order No. 44, S. 2015
 - b. Laptop
 - c. USB/ Flash Drive
 - d. Portable Wifi (if available)
 - e. School Forms 3 and 7
 - f. LIS and EBEIS Year- End Report
 - g. Performance Indicators (last 3 years)
 - h. Enhanced School Improvement Plan (ESIP) SY 2016-2019
4. All participants are also directed to observe the following:
 - a. Attend in the Opening and Closing Programs.
 - b. Attend in all sessions religiously.
 - c. Report to the venue on time all the time.
 - d. Come in proper attire and observe proper decorum during the entire workshop.
 - e. Read DepEd Order No. 44 s. 2015.
 - f. Watch the ESIP videos in advance through this link, www.bit.ly/SIPVideos
5. District Supervisors are directed to ensure the attendance of all the identified participants.
6. Travelling expenses, meal allowance, accommodation, per diem and other incidental expenses of the school heads and district SBM Coordinators relative to the conduct of the said activity shall be chargeable against **SCHOOL MOOE /Local Funds**, while travelling expenses, meal allowance, accommodation , per diem, and other incidental expenses incurred by the Division Personnel and District Supervisors shall be chargeable against **DIVISION MOOE/Funds** subject to its availability and the usual accounting and auditing rules and regulations.
7. A registration fee of PhP 4,500 shall be collected from each participant to defray the expenses for the food, venue rental, and accommodation.
8. This Memorandum serves as the **Travel Authority** of all participants.
9. Immediate and wide dissemination of this Memorandum is desired.


RHEA MARIA ANGTUD, Ed. D., CESO VI
Schools Division Superintendent

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ORIENTATION – WORKSHOP ON SCHOOL – BASED MANAGEMENT (SBM) TOOL AND ON THE ENHANCED SCHOOL IMPROVEMENT PLAN (ESIP) FOR 2019 – 2022

Cluster A – July 9 – 12, 2019 – Hotel Fortuna
Cluster B – July 16 – 19, 2019 - Ecotech Center
Cluster C – July 23 – 26, 2019 – Hotel Fortuna

Time	Day 1	Day 2	Day 3	Day 4
7:00 AM - 8:00 AM	Registration	MOL	MOL	MOL
8:01 AM - 8:30 AM	Opening Program	ESIP Needs Assessment	School Improvement Style Guide	CONTINUATION OF ESIP WRITESHOP PROPER
8:31 AM – 9:30 AM	General Overview on SBM (Mrs. Maria Socorro N. Relacion) Div. SBM Coordinator	Post Implementation Review		
9:31 AM – 9:45 AM	SNACKS			
9:46 AM – 10: 30 AM	SBM INDICATOR # 1 CURRICULUM (Dr. Mary Ann P. Flores – Chief, CID)	Review of the ESIP Content & Process • Preparatory Activities	SIP Quality Assurance	SAMPLE ESIP PRESENTATION & CRITIQUING
10:31 AM - 11:15 AM	SBM INDICATOR # 2 LEADERSHIP (Dr. Pamela Rodemio, EPS - MATH)	• Assess		
11:16 AM - 12:00 NN	SBM INDICATOR # 3 GOVERNANCE & ACCOUNTABILITY (Dr. Novie O. Mangubat, Chief - SGOD)	• Assess Continuation		
12: 01 PM – 1:00 PM	LUNCH BREAK			
1:01 PM – 1:45 PM	SBM INDICATOR # 4 LEARNING ENVIRONMENT (Mrs. Maria Elena T. Paras)	• Plan	ESIP WRITESHOP PROPER	SAMPLE ESIP PRESENTATION & CRITIQUING
1:46 PM – 2:30 PM	SBM INDICATOR # 5 HUMAN RESOURCE & TEAM DEVELOPMENT (Dr. Leah B. Apao, ASDS)	• Act		
2:31 PM – 3:15 PM	SBM INDICATOR # 6 FISCAL MANAGEMANT (Mrs. Juvimar Montolo)	Deepening Stakeholder's Participation		NEXT STEPS
3:16 PM – 3:30 PM	SNACKS			

3:31 PM – 4:00 PM	NEXT STEPS	Electronic School Report Card (Escr)	Workshop Wrap - Up Closing Program
4:01 PM - 5:00 PM	EXHIBIT VIEWING		

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