



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF EDUCATION
Regional Office No. 02 (Cagayan Valley)

Regional Government Center, Carig Sur, Tuguegarao City, 3500



October 2, 2019

REGIONAL MEMORANDUM

No. **60** s. **2019**

TECHNICAL ASSISTANCE (TA) PROVISION ON SCHOOL-BASED
MANAGEMENT (SBM)

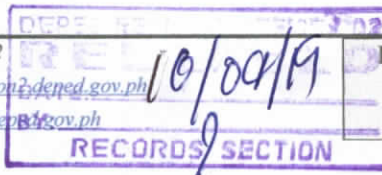
TO: **SCHOOLS DIVISION SUPERINTENDENTS**

1. The Department of Education has provided the minimum standard for the preparation of School Improvement Plan (SIP) through DepEd Order No 44, s. 2015, in which the Enhanced SIP has a three-year cycle which commenced in SY 2016-2017. In preparation for the next SIP cycle, this Office through the Field Technical Assistance Division (FTAD) shall conduct a Technical Assistance (TA) Provision on School-Based Management (SBM) to the different Schools Division Offices (SDOs) from October 9, 2019 to November 27, 2019.
2. This activity aims to:
 - 2.1 provide technical assistance to schools and SDOs on the preparation and appraisal of School Improvement Plan (SIP) for SY 2019-2020 to SY 2021-2022;
 - 2.2 collect feedback from the field on various issues and concerns affecting School-Based Management particularly on School Improvement Plan (SIP) and School Report Card (SRC);
 - 2.3 conduct monitoring and evaluation of Projects, Programs, and Activities (PPAs) implemented during the previous SIP cycle.
3. Listed below are the schedules of each SDO for the technical assistance provision:

SDOs	Schedules	TA Providers
CAGAYAN	October 9-10, 2019	Zenaida P. Alejo, PhD Chief-FTAD
TUGUEGARAO CITY	October 17-18, 2019	
CAUAYAN CITY	October 28-29, 2019	Marivic A. Somejo, PhD EPS, FTAD
ILAGAN CITY	October 30-31, 2019	
ISABELA	November 5-6, 2019	Dennis John M. Espinoza, PhD EPS, FTAD
SANTIAGO CITY	November 7-8, 2019	
QUIRINO	November 19-20, 2019	
NUEVA VIZCAYA	November 21-22, 2019	
BATANES	November 26-27, 2019	

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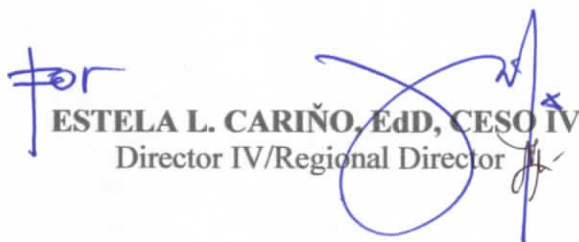
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4. The 1st day will be the provision of technical assistance in the preparation and appraisal of SIP. The E-SRC, D-O-D process of SBM Self-Assessment and Validation, and SBM updates will also be given emphasis. Participants to this activity are included in the attached program.
5. Division Appraisal Committee (DAC) members are enjoined to present the results of the SIP appraisal conducted through power point presentation. They will also show samples of SIPs approved by the Schools Division Superintendent. Focal Group Discussion (FGD) will be held after the presentation for clarification and verification.
6. The 2nd day will be focused on the monitoring and evaluation of implemented PPAs during the first SIP cycle. Document Analysis and Focal Group Discussion (FGD) will also be conducted to thresh out issues and concerns affecting School-Based Management, particularly on SIP and SRC.
7. School Governance and Operations Divisions (SGOD) are requested to prepare the list of at least four (4) schools to be monitored and provided TA including the venue, sound system, laptop, LCD projector, and other materials needed in the activities.
8. Division Field Technical Assistance Teams (DFAT)/Division SBM Task Force (DSBMTF) will join the Regional TA Providers during the TA Provision.
9. Travelling expenses and other incidental expenses of the TA Providers shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
10. Attached is the program of activities for perusal. For any query, please coordinate with Marivic A. Somejo, Regional SBM Coordinator, through email address: ftadro2@gmail.com. or though CP No. 09064721871.
11. Immediate dissemination of and strict compliance with this Memorandum is desired.


ESTELA L. CARIÑO, EdD, CESO IV
Director IV/Regional Director

FTAD:ZPA/mas2019



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**SCHEDULE OF ACTIVITIES FOR THE TECHNICAL ASSISTANCE (TA)
PROVISION ON SCHOOL-BASED MANAGEMENT**

DAY	TIME	ACTIVITIES	In-Charge/Participants
Day 01		At the Division Office	
AM	8:30-9:00	Opening Program	DFTAT/SBMTF
	9:00-9:30	Orientation	SBM Coordinator
	9:30-12:00	TA Provision Proper a. SIP Preparation- b. SIP Appraisal c. SBM Self-Assessment and Validation (D-O-D Process) d. SRC e. SBM Updates	TA Providers Participants: SGOD,CID Chiefs SBM Coordinators DFTATs/ SBMTF Supervisors/School Heads (to be determined by SDOs)
PM	1:00-2:00	Presentation of SIP Appraisal Report	DAC
	2:00-3:00	FGD	TA Providers
	3:00-5:00	SIP Review and TA Provision	TA Providers
Day 02		Field Visit (Schools to be visited must prepare their SIP/AIP and SRC, including the MOVs for PPAs implemented) Process: D-O-D and TA Provision	
AM	8:30-12:00	TA Provision and Monitoring and Evaluation (Validation) of PPAs during the last SIP Cycle.	TA Providers
	1:00-2:00	FGD	School Stakeholders and TA Providers
	2:00-2:30	-TA Agreement/Performance Contract -Activity Evaluation	School Heads TA Providers
	2:00-3:00	Exit Conference - Commendations - Recommendations - Acknowledgment	TA Providers
	3:00-5:00	Back to the Division Office Report Writing	TA Providers

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