



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

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August 7, 2023

DIVISION MEMORANDUM  
No. 251, s. 2023

**CAPACITY BUILDING OF SECONDARY AND ELEMENTARY SCHOOL HEADS ON  
THE REVISED SCHOOL-BASED MANAGEMENT (SBM) FRAMEWORK  
ASSESSMENT PROCESS AND TOOL (APAT)**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
EPSs/PSDSs/PICs  
Unit/Section Heads  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office, through the School Management Monitoring and Evaluation (SMME) section, shall conduct a Capacity Building of Secondary and Elementary School Heads on the Revised SBM Framework Assessment Process and Tool on September 18-19, 2023 (1<sup>st</sup> batch), September 20-21, 2023 (2<sup>nd</sup> batch), September 22-23, 2023 (3<sup>rd</sup> batch), September 25-26, 2023 (4<sup>th</sup> batch), at the venue to be announced later.
2. The objectives of the said activity are the following:
  - a. acquaint the participants on the revised SBM framework and assessment tool;
  - b. understand the transition from the old to the new assessment tool;
  - c. distinguish the difference between and among levels of practice from level 1 to level 4; and
  - d. know how to document per dimension properly.
3. The participants to this activity are all the secondary and elementary school heads, 46 district heads, and Education Program Supervisors. Please see attached list of participants per batch.
5. This is a live-out activity. Breakfast, AM and PM snacks, and lunch shall be served during the activity.
6. This Memorandum will serve as travel authority of the participants.



Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar  
Telefax: (055) 500 9801  
Email: nsamardivision@deped.gov.ph  
Division Official Website: <https://depednsamar.ph>



7. Expenses incurred during the activities shall be charged against Division/School local funds subject to usual accounting and auditing rules and regulations.

8. Immediate dissemination of and compliance with this Memorandum are desired.

  
GAUDENCIO C. ALJIBE Jr., PhD, CESO VI  
OIC - Schools Division Superintendent

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*8/8/23*

**RELEASED**

*8/8/23*

Enclosure to Division Memorandum No. 211, s. 2023

List of Participants

1 <sup>st</sup> Batch		2 <sup>nd</sup> Batch		3 <sup>rd</sup> Batch		4 <sup>th</sup> Batch	
<b>School Heads of the following districts:</b>							
ALLEN I	8	SAN ISIDRO 1I	13	LAOANG V	16	EPSs	11
ALLEN II	10	SAN JOSE	13	LAPINIG	15	PSDSs/PICs	46
BIRI	13	SAN VICENTE	7	LAS NAVAS I	18	CATARMAN I	5
BOBON	19	VICTORIA	18	LAS NAVAS II	22	CATARMAN II	10
CAPUL	14	CATUBIG I	12	LAS NAVAS III	22	CATARMAN III	4
LAVEZARES 1	14	CATUBIG II	12	MAPANAS	16	CATARMAN IV	9
LAVEZARES 1I	13	CATUBIG III	19	PALAPAG I	10	CATARMAN V	14
LOPE DE VEGA	26	GAMAY I	11	PALAPAG II	13	CATARMAN VI	13
MONDRAGON I	10	GAMAY II	15	PALAPAG III	12	SAN ROQUE	17
MONDRAGON II	13	LAOANG I	16	PAMBUJAN I	8	SILVINO LUBOS	21
MONDRAGON III	6	LAOANG II	13	PAMBUJAN II	16		
ROSARIO	13	LAOANG III	15				
SAN ANTONIO	10	LAOANG IV	9				
SAN ISIDRO 1	6						
<b>175</b>		<b>173</b>		<b>168</b>		<b>150</b>	

**Program of Activities**  
Capacity Building of Secondary and Elementary School Heads on the Revised  
School-Based Management (SBM) Framework  
Assessment Process and Tool (APAT)

<b>Time/Day</b>	<b>Day 1</b>	<b>Day 2</b>
7:00-8:00	Breakfast	Breakfast
8:00-8:30	Registration of Participants	MOL
8:30-9:00	Opening Program	<b>Session 5:</b> SBM Dimension 4- Finance Resource Management & Mobilization (FRMM)
9:00-10:00	<b>Session 0:</b> <b>Introduction-SBM Framework</b>	
10:00-11:00	<b>Session 1:</b> Part 1- Performance Improvement (PI)	<b>Session 6:</b> SBM Dimension 5- Curriculum & Instruction
11:00-12:00	<b>Session 2:</b> SBM Dimension 1- Leadership	
12:00-1:00		
1:00-1:30	Open Forum	Open Forum
1:30-3:00	<b>Session 3:</b> SBM Dimension 2- Governance & Accountability	<b>Session 7:</b> SBM Dimension 6- Learning Environment (LE)
3:00-4:30	<b>Session 4:</b> SBM Dimension 3- Human Resource & Team Development (HRTD)	<b>Ways forward:</b> Echo to the school SBM Coordinators and members of the 6 SBM dimensions, conduct self-assessment and submit for division office validation
4:30-5:00	Open Forum	Closing Program
Officer of the Day	Sheryl Ann Calimlim <i>SMME Staff</i>	Reynel Ignacio <i>SMME EPS II</i>

Prepared:

  
**MERLITA B. FAJARDO**  
SEPS, SMME

Recommending Approval:

  
**NOE M. HERMOSILLA**  
Chief, SGOD

Approved:

  
**GAUDENCIO C. ALJIBE JR., PhD, CESO VI** 2/2/23  
Schools Division Superintendent