



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



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April 13, 2012

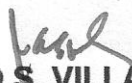
DIVISION MEMORANDUM

No. 71 s. 2012

ONE – DAY ORIENTATION ON SCHOOL – BASED MANAGEMENT (SBM)

To: Division / District Supervisors
Elementary / Secondary School Principals / OIC's

1. The Schools Division of San Jose del Monte shall conduct a One – Day Orientation on School-Based Management on April 26, 2012 at the West District EMIS, San Jose del Monte Elementary School.
2. The objectives of the activity are:
 - To orient newly assigned school heads on School – Based Management.
 - To discuss the steps on the preparation of SIP, 3 – Year Work & Financial Plan and AIP.
 - To review the roles and functions of the school heads in SBM.
 - To discuss simplified accounting.
3. Participants on the above-mentioned activity are the newly assigned school heads, school heads with 0 – 3 years in service as school head (see attached list).
4. The orientation is strictly for the concerned school heads only. There will be NO PROXY nor EXTRA PARTICIPANT.
5. Immediate dissemination of and compliance with this Memorandum is desired.


DR. AMANCIO S. VILLAMEJOR JR., CESO IV
Schools Division Superintendent



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List of Participants

- | | |
|--------------------------|----------------|
| 1. Belen Bartolome | Marangal HS |
| 2. Eliza Jarabe | Kaypian HS |
| 3. Emmanuel De Mesa | Harmony HS |
| 4. Socorro B. Lindo | Marangal ES |
| 5. Mario Santiago | Sto. Cristo HS |
| 6. Francisco Lizarondo | Citrus HS |
| 7. Herminia Lawama | Graceville HS |
| 8. Zurrex Bacay | San Roque ES |
| 9. Darlan Grageda | Ricafort ES |
| 10. Rolando Sotelo | Kakawate ES |
| 11. Antonio Doncillo | GoldenvilleES |
| 12. Elvira S. Daza | Partida ES |
| 13. Francisco Policarpio | |

Schedule of Activities
April 26, 2012
8:00 AM

- | | |
|----------------------|----------------------------------------------------------------------------------------------------------|
| 8:00 – 10:00 | – Soft opening
Primer: School – Bared Management
School Governing Council
Simplified Accounting |
| 10:00 – 12:00 | – Assessment of SBM Practices
Preparation of SIP / AIP |
| 12:00 – 1:00 | – Lunch Break |
| 1:00 – 4:00 | – Workshop |
| 4:00 – 5:00 | – Presentation of Output
Distribution of Certificates |