



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

June 17, 2025

**DIVISION MEMORANDUM**

No. 254, s. 2025

**PROVISION OF TECHNICAL ASSISTANCE IN THE IMPLEMENTATION OF  
THE REVISED SCHOOL-BASED MANAGEMENT SYSTEM**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
District Advisors  
Public Schools District Supervisors  
Division SBM Team  
School Heads of the Recommended Schools  
All Others Concerned

1. In reference with DO # 7, s. 2024 dubbed Policy Guidelines on the Implementation of the Revised School-Based Management System and the implementation of Project HATAW ISBM (Harmonized Accustomed and Adept provision of Technical Assistance Working towards Improved School-Based Management) and DM # 183, s. 2025 on the Provision of Technical Assistance in the Implementation of the Revised School-Based Management System, this Office through the School Governance and Operations Division – School Management Monitoring and Evaluation Section hereby reiterates the schedule of the provision of technical assistance to the identified schools taken from the generated results of the online self-assessment.
2. The activity primarily aims to fortify the performance of schools on School-Based Management (SBM) by improving the performance of learners and the involvement of the community in the delivery of quality basic education. Specifically, the activity has the following objectives:
  - a. analyze the results of the online self-assessment to identify each school's strengths and areas needing improvement in SBM implementation;
  - b. design customized technical assistance plans that address the specific needs of each school;
  - c. provide guidance and clarity on SBM dimensions, standards, and practices to strengthen school governance; and
  - d. equip schools with tools and strategies for using data to inform decision and track progress in SBM implementation.
3. In order to ensure closed monitoring of the implementation of the said program, the Division School-Based Management Team (DSBMT) is hereby constituted (*see enclosure 1*).



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4. Moreover, attached herein is the new matrix of schedules of TA provision for the identified schools (see enclosure 2).
5. The **Core Team** is expected to perform the following roles and functions:
  - a. Oversee the implementation of the program;
  - b. Take responsibility for making the team work efficiently and effectively;
  - c. Ensure resource availability to the program;
  - d. Orient all the Team Leaders and Members of the Sub-Composite Teams on the dimensions, indicators, assessment tool, and needed MOVs in the improvement of the School-Based Management; and
  - e. Ensure execution to schedule by resource assigned to program task.
6. The **HATAW iSBM Team** shall perform the following responsibilities:
  - a. Provide guidance and support to schools in the effective implementation of SBM practices.
  - b. Analyze data and provide recommendations for improving school performance and governance.
  - c. Maintain records of technical assistance provided to schools.
  - d. Provide feedback to schools on their performance and recommend actionable steps for improvement.
  - e. Develop a monitoring and evaluation framework to track SBM implementation and outcomes.
7. The SBM Teams of the identified schools shall prepare all needed documents/materials and ensure that they are ready during the visit of the DSBMT.
8. This Memorandum shall serve as **Special Order** and **Travel Order** of all identified Chairperson/Co-Chairpersons/Team Leaders and Members of the **Core and HATAW iSBM Team** in all their scheduled TA provision.
9. Any expenses incurred by the school relative to the provision of TA shall be charged against School MOOE and other Local Funds subject to the
10. However, expenses (e.g. transportation, food, and other incidental expenses) incurred during the provision of TA by the team leaders and members of DSBMT shall be charged against the respective MOOE of the Functional Division and other Local Funds subject to the usual government accounting and auditing rules and regulations.
11. Immediate dissemination of this Memorandum is earnestly desired.



For:   
**MARGARITO A. CADAYONA JR. PhD, CESO VI**  
OIC-Schools Division Superintendent

Enclosure: 1&2

To be indicated in the **Perpetual Index Under** the following subjects:  
**SGOD                      SMM&E                      SCHOOL-BASED MANAGEMENT**

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**Enclosure 1: Composition of the Division School-Based Management Team (DSBMT)**

**DIVISION SCHOOL-BASED MANAGEMENT TEAM (DSBMT)**

**Core Team:**

Chairperson: **DR. MARGARITO A. CADAYONA JR., CESO VI**  
OIC- Schools Division Superintendent

**DR. JUN NILOU A DULFO**  
OIC- Assistant Schools Division Superintendent

Co-Chairpersons: **DR. RENATO S. CAGOMOC**, Chief, CID  
**DR. AVELINA P. TUPA**, Chief, SGOD

**Members:**

**OSCAR D. BILLATE JR.**, EPS-SGOD Designate  
**ROBERT ANTHONY F. YGRUBAY**, SEPS-SMM&E/Div. SBM  
Coord. Designate

**ASTHER E. BACHAR**, EPS II-SMM&E/Div. Alternate SBM  
Coord.

**MARITA P. SENOLOS**, SEPS- HRD  
**ROSALIA M. RIVERA**, EPS II- HRD  
**GALINA V. PANELA**, SEPS- PPR  
**MARLIE M. MENDOZA**, Planning Officer III  
**CARREN MERYL A. CABADSAN**, SEPS- SMN  
**SHARON D. BALZA**, EPS II- SMN

**CALBAYOG 1:**

**NORA G. CAPETILLO**, PSDS

**CALBAYOG 2**

**ALMA R. CABER**, PSDS  
**JOSHUA SHERWIN T. LIM**, EPS/ District Adapter

**CALBAYOG 3**

**ANNABELLE O. YANGZON**, PSDS  
**DR. JOY B. SALDAÑA**, EPS/ District Adapter



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**CALBAYOG 4**

**JOSE A. ABON**, PSDS  
**DR. NELSON R. BELLO**, EPS, District Adapter

**CALBAYOG 5**

**REYNALDO T. BERNALES**, PSDS  
**DR. ERWIN L. PURCIA**, EPS, District Adapter

**CALBAYOG 6**

**TERESA D. VILLA**, PSDS  
**MERCEDITA S. GARCIA**, EPS, District Adapter

**TINAMBACAN 1**

**MA. TERESA S. SIMON**, PSDS

**TINAMBACAN 2**

**ELBERT O. ONGCAL**, PSDS  
**ARNOLD M. JARABA**, EPS, District Adapter

**TINAMBACAN 3**

**ESTHER A. SIOZON**, PSDS  
**NOEL E. SAGAYAP**, EPS, District Adapter

**OQUENDO 1**

**NOEMI S. CASTANTE**, OIC- PSDS  
**RICKY S. CANO**, EPS, District Adapter

**OQUENDO 2**

**BENEDICTO M. MERALES**, PSDS  
**DR. LOURDES L. MATAN**, EPS, District Adapter

**OQUENDO 3**

**DR. GERALDINE P. SUMBISE**, PSDS

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**Enclosure 2: Matrix of Schedules of Technical Assistance**

**MATRIX OF SCHEDULES OF SBM TECHNICAL ASSISTANCE**

District	Recommended Schools	Date of TA	Schedule
C1	Carayman National High School	June 19, 2025	8:30am-12:00nn
	Carayman Elementary School		1:30-5:00pm
	Rizal 1 Elementary School	June 23, 2025	8:30am-12:00nn
	Naga Elementary School		1:30-5:00pm
C2	Bagacay Integrated School	June 24, 2025	8:30am-12:00nn
	Calbayog Pilot Central Elementary School		1:30-5:00pm
	Cacaransan Elementary School	June 25, 2025	8:30am-12:00nn
	Pagbalican Elementary School		1:30-5:00pm
C3	Calbayog City SPED Center	June 26, 2025	8:30am-12:00nn
	Calbayog City National High School		1:30-5:00pm
	Esperanza Elementary School	June 27, 2025	8:30am-12:00nn
	San Antonio Elementary School		1:30-5:00pm
C4	Migara National High School	June 30, 2025	8:30am-12:00nn
	Guin-on Elementary School		1:30-5:00pm
	La Paz Elementary School	July 1, 2025	8:30am-12:00nn
	Osmeña Elementary School		1:30-5:00pm
C5	San Policarpo National High School	July 2, 2025	8:30am-12:00nn
	San Policarpo Central Elementary School		1:30-5:00pm



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	Bontay Elementary School	July 3, 2025	8:30am-12:00nn
	Looc Elementary School		1:30-5:00pm
C6	Trinidad Central Elementary School	July 4, 2025	8:30am-12:00nn
	Trinidad National High School		1:30-5:00pm
	Buenavista Elementary School	July 7, 2025	8:30am-12:00nn
	Cabadiangan Elementary School		1:30-5:00pm
O1	Nabang Elementary School	July 8, 2025	8:30am-12:00nn
	Oquendo National High School		1:30-5:00pm
	Catabunan Elementary School	July 9, 2025	8:30am-12:00nn
	Giragaan Elementary School		1:30-5:00pm
O2	Tarabucan National High School	July 10, 2025	8:30am-12:00nn
	Cabacungan Elementary School		1:30-5:00pm
	Capacuhan Elementary School	July 11, 2025	8:30am-12:00nn
	Cagbayang Integrated School		1:30-5:00pm
O3	Cabatuan National High School	July 14, 2025	8:30am-12:00nn
	Panlayahan Elementary School		1:30-5:00pm
	Bayo Elementary School	July 15, 2025	8:30am-12:00nn
	Mawacat Integrated School		1:30-5:00pm
T1	Rafael Lentejas Memorial School of Fisheries	July 16, 2025	8:30am-12:00nn
	Tinambacan Central Elementary School		1:30-5:00pm

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	Saljag Elementary School	July 17, 2025	8:30am-12:00nn
	Amampacang Elementary School		1:30-5:00pm
T2	San Juaquin National High School	July 18, 2025	8:30am-12:00nn
	Binaliw Elementary School		1:30-5:00pm
	Cag-olango Elementary School	July 21, 2025	8:30am-12:00nn
	SJNS-Maguinoo Annex		1:30-5:00pm
T2	San Juaquin National High School	July 22, 2025	8:30am-12:00nn
	Binaliw Elementary School		1:30-5:00pm
	Cag-olango Elementary School	July 23, 2025	8:30am-12:00nn
	SJNS-Maguinoo Annex		1:30-5:00pm
T2	Malaga National High School	July 24, 2025	8:30am-12:00nn
	Cangomaod Elementary School		1:30-5:00pm
T3	Caglanipao Sur Integrated School	July 25, 2025	8:30am-12:00nn
	Peña I Elementary School		1:30-5:00pm