



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

May 26, 2022

DIVISION MEMORANDUM

No. 109, s. 2022

PROVISION OF REGIONAL GENERAL TECHNICAL ASSISTANCE ON SCHOOL IMPROVEMENT PLANNING (SIP) AND DOCUMENTATION OF SCHOOL-BASED MANAGEMENT (SBM) PRACTICES

To : Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public School District Supervisors
Elementary, Junior and Senior High School Heads
All others concerned

1. This is in connection with the conduct of the Regional Face-to-face Technical Assistance (TA) on School-Based Management (SBM) slated on June 7-9, 2022. Considering that there are some innovations in the preparation and crafting of the School Improvement Plan and other SBM practices, please be informed that there will be a scheduled general TA to be provided by the Regional Office, which is scheduled on June 7, 2022, the venue will be announced later.
2. The said activity is anchored on the following objectives:
 - a. to re-orient participants on the different practices in the preparation and crafting of the School Improvement Plan;
 - b. to better understand some innovations in the proper SBM documentation processes; and
 - c. to help schools to further improve on their SBM practice.
2. The provision of general TA will be centered on the following topics: School Improvement Planning; Documentation of SBM practices and validation process; Continuous Improvement (CI) Methodology; Resource Management; and other relevant topics on SIP preparations.
3. Expected participants to the said provision of general technical assistance are the Public School District Supervisors, School Heads, and 1 SBM Coordinator per school.
4. After the provision of the general TA, the following schools shall be visited for documentation review, process observation, and monitoring/coaching:

No.	Schools	Date	Time
1.	Gosi National High School	June 8	8:00 – 10:00



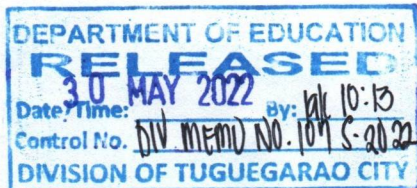
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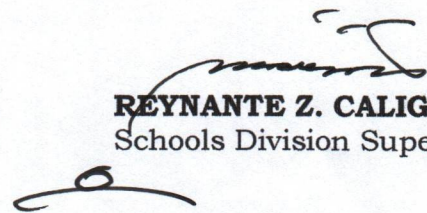
Doc Code:	FM-ORD-005	Rev:	00
As of:	July 2, 2018	Page:	1

2.	Tuguegarao Northeast Central School	June 8	10:00 – 12:00
3.	Tuguegarao East Central School	June 8	1:00 - 2:30
4.	Tuguegarao City Science High School	June 8	2:30 – 4:00
5.	Linao National High School	June 8	4:00 – 5:00
6.	Tuguegarao North Central School	June 9	8:00 – 10:00
7.	Tuguegarao West Central School	June 9	10:00-12:00
8.	Cataggaman Elementary School	June 9	1:00 – 3:00
9.	Pallua Elementary School	June 9	3:00 – 5:00

5. Expenses to be incurred for the conduct of this activity shall be charged to the Division and School MOOE, subject to the usual accounting rules and regulations.

7. For information, dissemination and strict compliance.




REYNANTE Z. CALIGUIRAN
 Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects

Communication	Records
Program	Schools



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As of:	July 2, 2018	Page:	2