



Republic of the Philippines  
Department of Education  
National Capital Region  
**SCHOOLS DIVISION OFFICE, NAVOTAS**  
Bagumbayan Elementary School Compound,  
M. Naval St., Sipac-Almacen, Navotas City



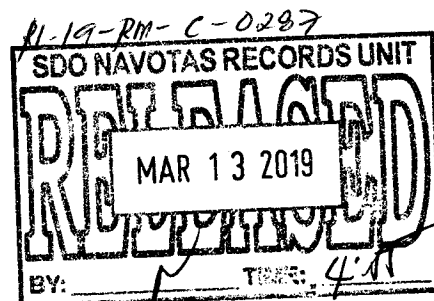
March 13, 2019

**AUTHORITY TO ATTEND**

TO:

**MARCO D. MEDURANDA**  
Education Program Supervisor, English


**MARIA CRISTINA A. ROBLES**  
Principal IV



Conformably to the attached Memorandum OM-PFO-2019-00167 signed by Undersecretary Jesus R. Mateo, this office authorizes your attendance in the **Focus Group Discussion (FGD) on the Finalization of the Draft School-Based Management (SBM) Framework and Assessment Tool** to be held on March 20-21, 2019 at Richmonde Hotel, San Miguel Avenue, Ortigas Center, Pasig City.

Travel expenses are charged to BHROD-SED funds subject to usual accounting and auditing rules and regulations.

For your information and guidance.

  
**MELITON P. ZURBANO, CESE**  
Officer-In-Charge  
Office of the Schools Division Superintendent




Republic of the Philippines  
**Department of Education**

**Tanggapan ng Pangalawang Kalihim**  
Office of the Undersecretary

PC-19-D-0041  
3/11/19

MEMORANDUM  
OM-PFO-2019-00167

**TO:** Regional Directors  
Bureau/Service Directors  
Schools Division Superintendents of Cagayan, Angeles City, Rizal,  
Antipolo City, Tanauan City, Camarines Norte, Pasay City,  
Navotas City, Quezon City  
All Others Concerned

**FROM:**   
JESUS L.R. MATEO  
Undersecretary

**SUBJECT:** Focus Group Discussion (FGD) on the Finalization of the Draft  
School-Based Management (SBM) Framework and Assessment  
Tool

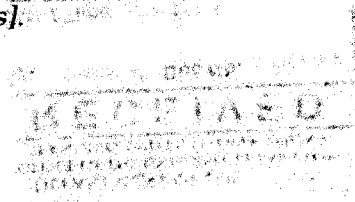
**DATE:** 26 February 2019

In January 2019, the updating of the SBM policy (DO 83, s. 2012) was undertaken through a workshop on the Review of the Draft SBM Framework and Assessment Tool. Workshop outputs were then deliberated and analyzed to provide inputs in the refinement process.

Taking off from this previous activity, a *Focus Group Discussion (FGD) on the Finalization of the Draft School-Based Management (SBM) Framework and Assessment Tool* will be held on **March 20-21, 2019** in **ACE Hotel, Pasig City**. This activity will be spearheaded by the Bureau of Human Resource & Organizational Development (BHROD) – School Effectiveness Division (SED). The objectives of this FGD are:

- (1) to present for review the latest version of the draft SBM framework and assessment tool; and
- (2) to finalize the said latest version of the draft for the Complete Staff Work (CSW)

To carry out these tasks, we would like to invite selected staff from your respective offices and reporting stations to serve as participants who possess the required expertise in line with the objectives of this activity [please refer to Annex 1 for the List of Participants].



In this connection, please observe the following administrative matters relative to this activity:

1. This is a live-in activity for all participants and management staff. Especially for the Central Office participants, it is highly encouraged for them to also check-in for ease in administration and logistics.

CHECK-IN	CHECK-OUT
March 20, 2019; Wednesday (Day 1 – first meal is Lunch)	March 21, 2019; Thursday at 12:00 noon (Day 2 - last meal early dinner)

2. The registration for all participants will start at 1:00 PM on March 20, 2019.
3. Please note that although check-out time on March 21 is at 12 noon, the program will still be until 5:00 PM of the same day.
4. All participants are advised to be in the activity venue at least one hour prior to the start of the activity in Day 1, and to stay until its official conclusion in Day 2.
5. For travel expenses, please be guided of the following arrangements:

PARTICIPANTS	WHERE TO CHARGE TRAVEL EXPENSES?
BHROD-SED Management Staff	BHROD-SED (FY 2019 CO-GASS)
School participants	AC-19-BHROD-SED-GASS-018
CO/RO/DO participants	Local funds

All expenses are subject to the usual accounting and auditing rules and regulations.

6. Kindly confirm your attendance by sending the accomplished confirmation slip (Annex 2) to [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or thru telefax number (02) 633-5397 on or before **March 15, 2019; Friday**.

For your information and guidance.

**PARTICIPANT CONFIRMATION SLIP**

***Focus Group Discussion (FGD) on the Finalization of the Draft School-Based Management (SBM) Framework and Assessment Tool***

March 20-21, 2019

ACE Hotel, Pasig City

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LAST NAME

FIRST NAME

MIDDLE INITIAL

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Nickname: \_\_\_\_\_

Birth date: \_\_\_\_\_

Sex: (Please check): M \_\_\_\_\_ F \_\_\_\_\_

Contact Number: Mobile \_\_\_\_\_ Landline (Office) \_\_\_\_\_

Email address: \_\_\_\_\_

Office: \_\_\_\_\_

Position: \_\_\_\_\_

Emergency Contact (Name and details): \_\_\_\_\_

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Dietary Restrictions: \_\_\_\_\_

Do you have any medical/health condition? (Please check): YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please specify: \_\_\_\_\_

**IF APPLICABLE:**

Schedule of Check-in (Date and time): \_\_\_\_\_

Schedule of Check-out (Date and time): \_\_\_\_\_

*Please confirm your attendance by sending this confirmation slip to [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or thru fax (02) 633-5397 on or before **MARCH 15, 2019**.*

<p>The accomplishment of this form signifies that I have read and understood the Memorandum, and that I agree to the arrangements pertaining to this activity.</p>
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