



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas

**SCHOOLS DIVISION OF NEGROS ORIENTAL**

www.depednegor.net

**Division Memorandum**

No. 299 of 2018.

**TO** : ASDSs/CHIEFS SGOD/CID, EPS, PSDS/ In- Charge, SEPS, EPS II, Unit Heads, Elementary & Secondary School Heads and All Others Concerned

**SUBJECT** : **Two- Day Live- In Workshop on Profiling Schools' School-Based Management (SBM) Levels of Practice**

**DATE** : May 22, 2018

1. Please be informed that their shall be a **Two- Day Live- In Workshop on Profiling Schools' School-Based Management (SBM) Levels of Practice** on June 1-2, 2018 at the Girls Scout of the Philippines (GSP) Building.
2. The participants to this orientation shall be the following MEA Online Administrators and SBM Coordinators identified by the division office:

a. REGINA CLARINA E. EMPESO	SGOD- M&E
b. JEFFERSON UY	CID- LRMDS
c. RAY ANTHONY BARRON	Maloh Central Elementary School
d. ELDELYN C. DELA TORRE	Jandalamanon Elementary School
e. WILEEN D. RIO	Sta. Catalina Central School
f. RICHIE NAINGUE	Boloc-boloc High School
g. LARRY K. GAITERA	Caticugan High School
h. JULIE MAE B. DAYUJA	Maria Macahig Memorial High School
i. MARY JANE ABOY	Negros Oriental High School
j. JOSELITO ABOY	Tubigon High School
3. All participants are required to bring their own laptop, extension wire, flash drive and an internet router to be used for the online workshops. Please see attached Program Matrix for the schedule of activities.
4. Two (2) Days Service Credits shall be given to the teaching personnel and One (1) day Compensatory Overtime Credits (COC) shall be given to the Non- Teaching Personnel.
5. Please be guided accordingly.

23 MAY 2018

WILFREDA D. BONGALOS, Ph.D., CESO V *WDB*  
Schools Division Superintendent

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-8180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)

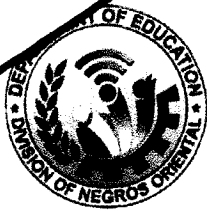


**Program Matrix**

**Day 1-**

Date	Time	Activities	Topics	Resource Speakers / Facilitators
<b>MORNING SESSION</b>	7:00-8:00 AM	Arrival of Participants		Regina Empeso/ Dennis Andalajao
	8:00 AM - 9:00AM	Orientation on the MEA Online Evaluation Tool	The MEA Online Evaluation Tool: Guidelines and Basic Functions	
	9:30- 12:00	Walkthrough: Processes of Generating Online Results	Generating Online Responses	Ray Anthony Barron
<b>LUNCH BREAK</b>				

Date	Time	Activities	Topics	Resource Speakers / Facilitators
<b>AFTERNOON SESSION</b>	1:00-5:00 PM	Hands-on: Generating Online Responses	Workshop on Generating Online MEA Responses	Ray Anthony Barron/ Jefferson Uy
	5:00-7:00 PM	Hands-on: Generating Online Responses	Partial Posting of MEA Results per Congressional District	
	7:00-8:00 PM	<b>DINNER</b>		



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**Day 2-**

Date	Time	Activities	Topics	Resource Speakers / Facilitators
<b>MORNING SESSION</b>	6:00- 7:30 AM	Breakfast		
	7:30-8:30 AM	Updating of Status as Per Congressional District Online Results Generated		
	8:30 AM - 9:00AM	Orientation on the 40% factor of the APAT Tool for SBM Levels of Practice	APAT Tool and the 40% Factor Assessment	Regina Empeso
	9:00- 12:00	Inputting Offline Responses to Online SBM Levels of Practice Tool	Transcribing Offline Outputs to Online Inputs	Regina Empeso
<b>LUNCH BREAK</b>				
Date	Time	Activities	Topics	Resource Speakers / Facilitators
<b>AFTERNOON SESSION</b>	1:00-4:00 PM	Generating Online Results for SBM Levels of Practice by District/Congressional District/ Division Level	Generating SBM Online Results	Regina Empeso
	4:30-5:00 PM	Closing Ceremony and Endorsement of Outputs		

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