



Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF SORSOGON  
Sorsogon

July 9, 2025

**DIVISION MEMORANDUM**  
No. 180, s. 2025

**DIVISION CAPACITY BUILDING OF SCHOOL HEADS ON THE POLICY GUIDELINES  
ON THE IMPLEMENTATION OF THE REVISED SCHOOL-BASED MANAGEMENT  
(SBM) SYSTEM AND ON TECHNICAL ASSISTANCE MECHANISM AGENDA  
(TAMA) OF REGION V FOR ELEMENTARY SCHOOL HEADS  
AND SECONDARY SCHOOL HEADS**

To : Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Public Schools District Supervisors/OIC-PSDSs  
Elementary and Secondary School Heads  
All Others Concerned

1. The School Division Office of Sorsogon through the School Governance Operation Division (SGOD) -School Management Monitoring and Evaluation (SMME) section shall conduct a Division Capacity Building of School Heads on the Policy Guidelines on the Implementation of the Revised School-Based Management (SBM) System from July 30 to August 20, 2025 at Villa Isabel Hotel and Resort, Sorsogon City.

2. This activity aims to

- a. Capacitate the participants on the Revised School-Based Management (SBM) System (DepEd Order No. 007, s. 2024);
- b. Facilitate the conduct of school's self-assessment using the SBM self-assessment checklist and;
- c. Identify the roles and responsibilities of the different Governance level
- d. Deepen participants' understanding on Technical Assistance Mechanism Agenda of ROV and incorporate its processes in the provision of technical assistance.

3. The participants to this capacity building are the Elementary and Secondary school heads being the lead implementers of School-Based Management (SBM) system and Public Schools District Supervisors/OIC-PSDSs as technical assistance (TA) providers and expected to attend on the indicative schedule stated below:

<b>SCHEDULE</b>		
<b>Batch</b>	<b>Districts</b>	<b>Date</b>
Batch I	Group A- Districts of Barcelona, Bulan I & Bulusan Group B- Districts Bulan II, Bulan III Bulan IV & St. Magdalena	July 30-Aug 1, 2025
Batch II	Group A- Casiguran, Castilla East, Castilla West, Donsol East I Group B- Castilla South, Donsol East II, Donsol West I&II	Aug. 4-6, 2025





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Batch III	Group A- Districts of Gubat North, Gubat South & Pto. Diaz Group B- Districts of Irosin I, Irosin II & Juban	Aug 7-8 & 11, 2025
Batch IV	Group A- Districts of Magallanes North, Matnog I, Pilar I&II Group B- Districts of Magallanes South, Matnog II & Pilar III	Aug 12-14, 2025
Batch V	PSDS & OIC-PSDS	Aug 18-20, 2025

4. A DSOW will be conducted for the learning facilitators and TWG on July 18, 2025 at 9:00 AM onwards at the SGOD Office.
5. The Number of Participants per Batch, Training Matrix and TWG are enclosed in this Memorandum.
6. Meals of the participants shall be charged against HRTD Funds, while travel and other incidental expenses shall be charged against Local/School MOOE funds subject to usual accounting and auditing rules and regulations.
7. For information, guidance and compliance.


  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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Batch III	Group A- Districts of Gubat North, Gubat South & Pto. Diaz Group B- Districts of Irosin I, Irosin II & Juban	Aug 7-8 & 11, 2025
Batch IV	Group A- Districts of Magallanes North, Matnog I, Pilar I&II Group B- Districts of Magallanes South, Matnog II & Pilar III	Aug 12-14, 2025
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**JOSE L. DONCILLO, CESO V**  
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**Enclosure No. 1 of Division Memorandum No. \_\_\_\_\_, s. 2025**

**Number of Participants per Batch**

<b>Batch</b>	<b>Date</b>	<b>District</b>	<b>Number of Participants</b>
Batch I	July 30-Aug1, 2025	<b>Group A-</b> Districts of Barcelona, Bulan I & Bulusan	133
		<b>Group B-</b> Districts Bulan II, Bulan III Bulan IV & St. Magdalena	
Batch II	Aug. 4-6, 2025	<b>Group A-</b> Casiguran, Castilla East, Castilla West, Donsol East I	127
		<b>Group B-</b> Castilla South, Donsol East II, Donsol West I & II	
Batch III	Aug 7-8 & 11, 2025	<b>Group A-</b> Districts of Gubat North, Gubat South & Pto. Diaz	141
		<b>Group B-</b> Districts of Irosin I, Irosin II & Juban	
Batch IV	Aug 12-14, 2025	<b>Group A-</b> Districts of Magallanes North, Matnog I, Pilar I&II	140
		<b>Group B-</b> Districts of Magallanes South, Matnog II & Pilar III	
Batch V	Aug 18-20,2025	<b>PSDS &amp; OIC-PSDS</b>	24
<b>Learning Facilitators</b>			20
<b>TWG</b>			15



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Enclosure No. 2 of Division Memorandum No. \_\_\_\_\_, s. 2025

**DIVISION CAPACITY BUILDING ON THE POLICY GUIDELINES ON THE IMPLEMENTATION OF REVISED SCHOOL BASED MANAGEMENT (SBM) SYSTEM AND TECHNICAL ASSISTANCE MACHANISM AGENDA (TAMA) OF REGION V FOR ELEMENTARY SCHOOL HEADS AND SECONDARY SCHOOL HEADS**

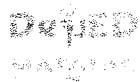
Venue : Villa Isabel Hotel and Resort, Sorsogon City

Dates: Batch 1- July 30-Aug1, 2025; Batch 2 - Aug. 4-6, 2025; Batch 3 – Aug 7-8 & 11, 2025

Batch 4 – Aug 12-14, 2025; Batch 5- Aug 18-20,2025

**Training Matrix (Group A & Group B)**

Time	Day 1	Day 2	Day 3
7:00-8:30	Registration	MOL	MOL
8:30-9:30	Preliminaries (Registration, Pre-Test, Opening Program) <ul style="list-style-type: none"><li>National Anthem</li><li>Prayer</li><li>DepEd Quality Policy</li><li>Acknowledgment of Participants</li><li>Welcome Remarks</li><li>Activity Objectives and Matrix</li><li>Inspirational Message</li><li>Photo Documentation</li></ul>	DepEd Order No. 007, s. 2024: Degree of Manifestation  Group A- Rolan Nedia Group B- Leny Oplida	Work Application Plan Writeshop  Group A: Allan Taroy & Ryan Desabayla Group B: Michael Domanais & Arlene Ontoria
9:30-9:50	Health Break		
9:50- 11:00	Objective and context Setting; Looking Back: DepEd Order No. 83, s. 2012 (Plenary)  Leah H. Peran	DepEd Order No. 007, s. 2024: Assessment and Documentary Requirements & DepEd Order No. 007, s. 2024: Roles and Responsibilities of Different Governance Levels Group A: Allan Taroy Group B: Ryan Desabayla	Presentation of Output  Group A: Cherry Luces & Rolan Nedia Group B: Liny Grefal & Leny Oplida



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**Training Matrix (Group A & Group B)**

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8:30-9:30	<b>Preliminaries</b> (Registration, Pre-Test, Opening Program) <ul style="list-style-type: none"><li>National Anthem</li><li>Prayer</li><li>DepEd Quality Policy</li><li>Acknowledgment of Participants</li><li>Welcome Remarks</li><li>Activity Objectives and Matrix</li><li>Inspirational Message</li><li>Photo Documentation</li></ul>	<b>DepEd Order No. 007, s. 2024: Degree of Manifestation</b>  Group A- Rolan Nedia Group B- Leny Oplida	<b>Work Application Plan Writeshop</b>  Group A: Allan Taroy & Ryan Desabayla Group B: Michael Domanais & Arlene Ontoria
9:30-9:50	<b>Health Break</b>		
9:50- 11:00	<b>Objective and context Setting;</b> <b>Looking Back: DepEd Order No. 83, s. 2012</b> <b>(Plenary)</b>  Leah H. Peran	<b>DepEd Order No. 007, s. 2024: Assessment and Documentary Requirements</b> <b>&amp;</b> <b>DepEd Order No. 007, s. 2024: Roles and Responsibilities of Different Governance Levels</b> Group A: Allan Taroy Group B: Ryan Desabayla	<b>Presentation of Output</b>  Group A: Cherry Lucas & Rolan Nedia Group B: Liny Grefal & Leny Oplida



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11:00:12:00	<b>Understanding DepEd Order No. 007, s. 2024 (Plenary)</b>  <i>Isaias Bermas</i>		<b>Technical Assistance Mechanism Agenda (TAMA) of ROV (Plenary)</b>  <i>Leah H. Peran</i>
12:00-1:00	<b>Lunch Break</b>		
1:00 – 2:30	<b>DepEd Order No. 007, s. 2024: Implemetation Guidelines on the Establishment of the SGC, SGC Means of Verification</b>  <i>Leah H. Peran</i>	<b>DepEd Order No. 007, s. 2024: Monitoring &amp; Evaluation</b>  Group A: Leah H. Peran Group B: Isaias Bermas	<b>Closing Program</b>  <ul style="list-style-type: none"><li>• Closing Ecumenical Prayer</li><li>• Statement of Challenges</li><li>• Pledge of Commitment</li><li>• Program Reminders and Ways Forward</li><li>• Program Evaluation</li><li>• Closing Message</li></ul>
2:30-3:30	<b>DepEd Order No. 007, s. 2024: Guidelines and Procedures</b>  <i>Group A- Michael Domanais</i> <i>Group B- Arlene Ontoria</i>	<b>DepEd Order No. 007, s. 2024: School Based-Management (SBM) Self-Assessment</b>  <i>Group A: Liny Grefal</i> <i>Group B: Cherry Luces</i>	
3:30-3:50	<b>Health Break</b>		
3:50-4:30	<b>DepEd Order No. 007, s. 2024: Continuation on Guidelines and Procedures</b>  <i>Group A- Michael Domanais</i> <i>Group B- Arlene Ontoria</i>	<b>Continuation on DepEd Order No. 007, s. 2024: School Based-Management (SBM) Self-Assessment</b>  <i>Group A: Liny Grefal</i> <i>Group B: Cherry Luces</i>	
4:30-5:00	<b>Evaluation/Debriefing</b>	<b>Evaluation/Debriefing</b>	<b>Evaluation/Debriefing</b>
<b>Officer of the Day</b>	<i>Class A: Leny Oplida</i> <i>Class B: Allan Taroy</i>	<i>Class A: Michael Domanais</i> <i>Class B: Ryan Desabayla</i>	<i>Class A: Cherry Luces</i> <i>Class B: Arlen Ontoria</i>



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Enclosure No. 3 of Division Memorandum No. \_\_\_\_\_, s. 2025

### Executive and Technical Working Group and Committees

Lead	SDS Jose L. Doncillo, CESO V ASDS Cheryll V. Bermudo	Technical Committee		Learning Facilitators
		Leah H. Peran, SEPS-SMME	Program Implementer	Allan Tatoy, PI
Advisory	CES, SGOD John Rey J. Perez	Ronald D. Esteves EPS II-SMME	QAME	Michael Domanaais, PI
		Roman B. Jebulan SEPS-PRS	Documenter	Cherry Lucas, PI
	CES, CID Gina Q. Tarog	Bernadette R. Bedis, SEPS-HRTD	Class Manager	Leny Opilda, PI
		Bernardino D. Estrada	Class Manager	Isaias Bermas, PSDS
Process-Owner	SGOD-SMME	Dodge E. Lagman, EPS II-HRTD	Logistic	Ryan Desabayla, HTII
		Rosemarie D. Lisano, AO II	Secretariat	Arlene Ontoria, PI
		John C. Hidea AO II-ICT	Technical Support	Roaln Nedia, PI
		Liborio G. Altarejos, III, ADAS I	Secretariat	Liny Grefal, PI
		Nurse on Duty	Welfare	Leah Peran, SEPS