



Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OF SORSOGON
Sorsogon

28 August 2025

DIVISION MEMORANDUM
No. 228, s. 2025

**DIVISION ASSEMBLY OF THE SCHOOL-BASED MANAGEMENT (SBM)
PRACTITIONERS OF SDO SORSOGON PROVINCE CY 2025**

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

1. Relative to Regional Memorandum No. 00744, s. 2025, titled 6th REGIONAL ASSEMBLY OF THE SCHOOL-BASED MANAGEMENT (SBM) PRACTITIONERS, this Office shall conduct a Division Assembly of the School-Based Management (SBM) Practitioners of SDO Sorsogon Province for CY 2025 with the theme "Achieving Excellence : Fostering Strong Collaborative School Community", on September 19, 2025 in a venue to be announced later.
2. This activity aims to:
 - a. Showcase success stories and achievements of SGC of elementary schools in the division to inspire and motivate participants to strive for excellence in their educational contexts;
 - b. Strengthen partnerships between schools, communities, government agencies, and other stakeholders to ensure the sustainability and effectiveness of school-based management initiatives and programs, and
 - c. Encourage networking and collaboration among the school leaders, administrators, teachers, and other stakeholders to enhance the quality of education and learners outcomes.
3. The participants in this activity are the SGC Designated and Elected Co-Chairs, School Heads, PSDSs/OIC-PSDSs, TWG/Committee members and SDO Top Management.
4. The District Offices, through the PSDSs/OIC-PSDSs shall select one (1) Public Elementary School in their respective district, with SGC Success Stories to be submitted to the Division Office as their official entry in the plenary presentation on or before September 10, 2025.
5. In determining the SGC success stories, the District Offices shall follow the suggested criteria found in Enclosure No. 2 of this Memorandum.





Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OF SORSOGON
Sorsogon

6. The presentation shall be limited to 5 to 7- minute presentation based on suggested format found in Enclosure No. 3.
7. The school to be selected with the best SGC success story by the SDO shall represent the Division to the 6th Regional Assembly of the School-Based Management (SBM) Practitioners.
8. Enclosed in this Memorandum are the following:
 - Enclosure No. 1 – Timetable of activities
 - Enclosure No. 2 – Criteria for determining SGC success stories
 - Enclosure No. 3 – Format for a 5 to 7 – minute video presentation
9. Expenses to be incurred in this activity, such as meals and venue shall be charged against the SDO Funds, while travel and other incidental expenses of the participants shall be charged to their respective local funds, subject to the usual accounting rules and regulations.
10. For inquiries, please get in touch with Leah H. Peran, SEPS of School Management Monitoring and Evaluation (SMME) at leah.peran001@deped.gov.ph or Narciso Franche, P I -SGC Focal at narciso.franche@deped.gov.ph.
11. For immediate dissemination, guidance and compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent







Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OF SORSOGON
Sorsogon

Enclosure No. 1 to Division Memorandum No. _____, s. 2025

TIMETABLE OF ACTIVITIES

ACTIVITIES	DATE
1. Capacity Building on Revised Policy Guidelines on the Implementation of School-Based Management System and TAMA of ROV	July 30, 2025-August 20, 2025
2. Selection of School's Success Stories/Best Practices	August 27, 2025- September 10, 2025
3. Submission of the School's success stories /best practices to the SGOD through SMME	September 10, 2025
4. Division Assembly Of The School-Based Management (SBM) Practitioners Of SDO Sorsogon Province Cy 2025	September 12, 2025



Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OF SORSOGON
Sorsogon

Eclosure No. 2 to Division Memorandum No. _____, s. 2025

CRITERIA OF THE SELECTION OF SGC SUCCESS STORIES

CRITERIA		PERCENTAGE
1. Impact	Success stories that have made a tangible difference in the school's governance, learners outcomes, or overall performance. This could include improvement in academic achievement, or enhancements in school culture and climate.	20%
2. Innovation and Creativity	Stories that showcase innovative approaches to school governance and management. These could involve unique strategies for decision-making, collaboration, resource allocation, or problem-solving that have yielded significant resources.	20%
3. Sustainability	Sustainability of the initiatives or practices highlighted in the success stories. Pieces of evidence should show that the improvements achieved are likely to endure over time and withstand potential challenges or changes in leadership and resources.	20%
4. Collaboration and Stakeholders Involvement	Stories demonstrate effective collaboration and engagement among various stakeholders, including school leaders, teachers, parents, successful partnerships can inspire others to foster similar relationships in their own school co measures mmunities.	20%
5. Data	Success stories that are supported by data and evidence of impact. This could include quantitative measures such as test scores, graduation rates or attendance rates, as well as qualitative indicators such as testimonials, surveys, or case studies.	20%
TOTAL		100%



Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OF SORSOGON
Sorsogon

Eclosure No. 3 to Division Memorandum No. _____, s. 2025

FORMAT FOR A 5-7 MINUTE VIDEO PRESENTATION

Introduction:

- Briefly introduce the School Governance Council and its role within the school community.
- Mention the goal or initiative that led to the success story.

Background:

- Provide context about the issue or challenge the council aimed to address.
- Outline any relevant information about the school's demographics, challenges faced, or specific needs identified.

Action Taken:

- Describe the specific actions the governance council took to address the challenge.
- Highlight any partnership or collaboration involved in implementing the initiative.

Key Achievements:

- List the measurable outcomes or achievements resulting from the initiative.
- Include data points, statistics, or qualitative feedback that demonstrate success.
- Mention any awards, recognitions, or positive impacts on stakeholders (learners, teachers, parents, community).

Lessons Learned:

- Reflect on challenges encountered during the process.
- Discuss effective strategies and areas for improvement.
- Share insights that could benefit other governance councils or schools facing similar issues.

Conclusions:

- Summarize the overall impact of the initiative on the school community.
- Reinforce the importance of collaborative governance and community involvement.
- Express gratitude to stakeholders, partners, and council members involved.
- Include testimonials.

