



**REGION VI-WESTERN VISAYAS
DIVISION OF SAGAY CITY**

*Quezon St., Poblacion 1, Sagay City, Negros Occ.
Tel. No. (034) 488-0216*

January 30, 2018

Division Memorandum

No. 032, s. 2018

To: Assistant Schools Division Superintendent
Chief of CID and SGOD
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads

ORIENTATION ON PACKAGING OF ARTIFACTS FOR SBM-PASBE

1. In preparation for the year-end evaluation and assessment of school-based management level of practice of schools using the School-Based Management-Philippine Accreditation System for Basic Education (SBM-PASBE), a reorientation on the packaging of artifacts/documents will be conducted on Friday, February 2, 2018 at the Division Office Lobby from 8:00 am to 4:30 p.m.
2. Participants are the school heads and team leaders of the four SBM-PASBE Principles of schools qualified for the Document Analysis, Observation and Discussion(DOD). Name of schools and schedule of sessions are indicated in the enclosure for your reference.
3. For your widest dissemination, guidance and compliance.

Marsette D. SabbalUCA
MARSETTE D. SABBALUCA, CESO VI
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

A. Schedule of Sessions

TIME	TOPICS	PARTICIPANTS	RESOURCE PERSONS
8:30-10:00	Principle 1- Leadership and Governance	Team Leader of Principle 1 and School Head	Ma. Theresa Q. Bingcang and Sheilamae Mayonila
10:00-11:30	Principle 2- Curriculum and Instruction	Team Leader of Principle 2 and School Head	Ma. Theresa Q. Bingcang
1:30-3:00	Principle 3 – Accountability and Continuous Improvement	Team Leader of Principle 3 and School Head	Ma. Theresa Q. Bingcang
3:00-4:30	Principle 4- Management of Resources	Team Leader of Principle 4 and School head	Ma. Theresa Q. Bingcang Josette P. Balandra

B. Qualified Schools for DOD

District	Schools	District	Schools
1	AEMSES-SOF General Luna ES	6	Cpo Santiago ES
2	R. Gamboa ES SA Cooper ES	7	Hautea ES
3	Maquiling ES	8	Bato NHS- Main Bato NHS- Baviera Ext SNHS-Lopez Jaena Ext
4	Vito ES Molocaboc II ES	9	ELMIS-Elementary ELMIS- Secondary HBIS-Secondary SVAGIS-Secondary CDIS-Secondary MIS- Secondary B Mahilum ES
5	Suyac ES P.R. Katalbas II Talusán ES	10	Sagay NHS- Main Sagay NHS-Rizal Extension Bulanon NHS