



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

July 2, 2024

**REGIONAL MEMORANDUM**

No: 679, s. 2024

**To:** Schools Division Superintendents  
 Chiefs of Functional Divisions  
 Schools Division Research Committee  
 All Others Concerned

**PARTICIPANTS TO THE CONDUCT OF CAPACITY- BUILDING  
 ON THE REVISED SCHOOL-BASED MANAGEMENT (SBM) GUIDELINES**

- In reference to DM-OUHROD-2024-1271 dated July 1, 2024, from the office of the Undersecretary, Human Resource and Organizational Development. The field is hereby informed of the above-captioned activity, to be conducted on August 5-8, 2024, at a venue to be announced in separate issuance.
- The participants are the following:

Name	Office	Position
Roger R. Morillos	Regional Office	FTAD Chief
Maria Laarni Carla C. Paranis	Regional Office	Regional SBM Coordinator
Dr. Ivey C. Perez	Schools Division of Caloocan City	SGOD Chief
Melissa R. Saludes	Schools Division of Caloocan City	SDO SBM Coordinator
Dr. Aldrin G. Corpin, CESE	Schools Division of Las Pinas City	SGOD Chief
Edsel G. Fajardo	Schools Division of Las Pinas City	SDO SBM Coordinator
Dr. Rosalie Asoy-Trongco	Schools Division of Makati City	SGOD Chief



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Maria Theresa Moriel-Ruiz	Schools Division of Makati City	SDO SBM Coordinator
Eliseo B. Raymundo	Schools Division of Malabon City	SGOD Chief
Lowell G. Alfonso	Schools Division of Malabon City	SDO SBM Coordinator
Rex Ado	Schools Division of Mandaluyong City	SGOD Chief
Crispin Mejica	Schools Division of Mandaluyong City	SDO SBM Coordinator
Virgilio A. Santos	Schools Division of Manila City	SGOD Chief
Wilbert P. Carolino	Schools Division of Manila City	SDO SBM Coordinator
Dr. Elizalde Q. Cena	Schools Division of Marikina City	SGOD Chief
Ms Doris R. Jasme	Schools Division of Marikina City	SDO SBM Coordinator
Mrs. Ma. Regaele A. Olarte	Schools Division of Muntinlupa City	SGOD Chief
Dr. Zoren Pepito L. Gubalane	Schools Division of Muntinlupa City	SDO SBM Coordinator
Dr. Gemma C. Villaluna	Schools Division of Navotas City	SGOD Chief
Erros Josephus M. Gutierrez	Schools Division of Navotas City	SDO SBM Coordinator
Dr. Severo A. Bajado	Schools Division of Pasay City	SGOD Chief
Fatima P. Fajardo	Schools Division of Pasay City	SDO SBM Coordinator
Thelma F. Montiel	Schools Division of Parañaque City	SGOD Chief
Ann Margaret J. Santos	Schools Division of Parañaque City	SDO SBM Coordinator
Dr. Victor M. Javeña	Schools Division of Pasig City	SGOD Chief
Ruth Paniel-Dela Cruz	Schools Division of Pasig City	SDO SBM Coordinator
Juan C. Obierna	Schools Division of Quezon City	SGOD Chief



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Ms. Ma. Jesusa U. Conan	Schools Division of Quezon City	SDO SBM Coordinator
Dominique T. Rivera	Schools Division of San Juan City	SGOD Chief
Orlando D. Claor	Schools Division of San Juan City	SDO SBM Coordinator
Noel T. Balubal	Schools Division of Taguig City and Pateros	SGOD Chief
Roldan R. Jamindang	Schools Division of Taguig City and Pateros	SDO SBM Coordinator
Baltazar M. Gayem	Schools Division of Valenzuela City	SGOD Chief
James M. Macaranas	Schools Division of Valenzuela City	SDO SBM Coordinator

- Participants shall confirm their attendance through the link <https://bit.ly/SBMCapBuild-Reg> five days before the schedule of the activity, likewise, advised to bring laptop for the workshop. Bringing of personal extension cord is highly encouraged.
- Travel expenses of the participants shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
- For clarifications, kindly coordinate with Dr. Maria Laarni Carla C. Paranis, Regional SBM Coordinator, through email at [marialaarnicarla.paranis@deped.gov.ph](mailto:marialaarnicarla.paranis@deped.gov.ph).
- Immediate dissemination of this Memorandum is desired.

  
**JOCELYN DR. ANDAYA**

Director IV

Encl.: As stated

Reference:

DM-OUHROD-2024-1271

FTAD/mlccp



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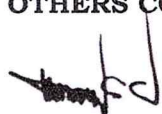


Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-1271**

TO : **REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**ALL OTHERS CONCERNED**

FROM :   
**WILFREDO E. CABRAL**  
*Regional Director*  
*Officer-in-Charge, Office of the Undersecretary*  
*Human Resource and Organizational Development*

SUBJECT : **PARTICIPATION IN THE CONDUCT OF CAPACITY-BUILDING**  
**ON THE REVISED SCHOOL-BASED MANAGEMENT (SBM)**  
**GUIDELINES**

DATE : 01 July 2024

The issuance of DepEd Order 007, s. 2024, Policy Guidelines on the Implementation of the Revised School-Based Management (SBM) System, sets the Department of Education in the direction toward a revitalized approach to the implementation of SBM. In the revised guidelines, the SBM emphasizes **self-assessment for self-improvement** as a core message in nurturing a school culture that promotes effective and efficient practice of school processes.

With this new policy direction in place, the Bureau of Human Resource and Organizational Development (BHRD) through the School Effectiveness Division (SED) shall conduct a series of capacity-building activities with the primary purpose of capacitating key DepEd field office personnel in providing technical assistance on change management.

To provide guidance on the scope of the activity, as well as instructions about the administrative and logistical arrangements for this undertaking, all concerned personnel are encouraged to observe and adhere to the following attachments:

- **Annex A: Schedule and List of Expected Participants**
- **Annex B: Indicative Program of Activities**



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For administrative concerns, please take note of the following:

1. Travel expenses of the CO Management Team shall be charged against **AR No: 2024-CO-01402 with activity code: AC-24-BHROD-SED-OPDntp-P001**; while travel expenses of the participants shall be charged to local funds.
2. For Board and Lodging and Meal Arrangements, kindly refer to the table below:

Day	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Board and Lodging
0				✓	✓	✓
1	✓	✓	✓	✓	✓	✓
2	✓	✓	✓	✓	✓	✓
3	✓	✓	✓			

*Day 0: Arrival/ Check-in starts at 2:00 PM Onwards | Day 3: Check-out until 12 noon only*

3. All participants are expected to **bring their laptops** as workshop activities shall be accomplished electronically. Bringing of personal extension cord is not mandatory, but ideal.
4. To confirm participant's attendance, kindly access this link: <https://bit.ly/SBMCapBuild-Reg> five (5) days before the schedule of the conduct of the activity.
5. All expenses are subject to the existing accounting and auditing rules and regulations.

For clarifications and other concerns, you may contact the BHROD-SED at telephone number (02) 8633-5397 or through email address at **bhrod.sed@deped.gov.ph**

For your information and appropriate action.

[BHROD-SED/Aquino]

**Annex A.**

*Schedule and List of Participants*

Cluster	Field Participants	Designation	Venue	Inclusive Dates
1	Region 6 Region 11	(1) RO FTAD Chief (1) RO SBM Coordinator (1) SGOD Chief (1) SDO SBM Coordinator	NEAP-RELC, General Santos City	Jul 22-25, 2024
2	Region 7 Region 8	(1) RO FTAD Chief (1) RO SBM Coordinator (1) SGOD Chief (1) SDO SBM Coordinator	Ecotech, Cebu City	Jul 29-Aug 1, 2024
3	Region 4B NCR	(1) RO FTAD Chief (1) RO SBM Coordinator (1) SGOD Chief (1) SDO SBM Coordinator	NCR (TBD)	Aug 5-8, 2024
4	Region 4A Region 5	(1) RO FTAD Chief (1) RO SBM Coordinator (1) SGOD Chief (1) SDO SBM Coordinator	Ecotech, Cebu City	Aug 12-15, 2024
5	Region 1 Region 2	(1) RO FTAD Chief (1) RO SBM Coordinator (1) SGOD Chief (1) SDO SBM Coordinator	Baguio Teachers' Camp	Aug 27-30, 2024
6	Region 9 Region 10	(1) RO FTAD Chief (1) RO SBM Coordinator (1) SGOD Chief (1) SDO SBM Coordinator	NEAP RELC, General Santos City	Sept 3-6, 2024
7	Region 3 CAR	(1) RO FTAD Chief (1) RO SBM Coordinator (1) SGOD Chief (1) SDO SBM Coordinator	Baguio Teachers' Camp	Sept 10-13, 2024
8	Region 12 CARAGA	(1) RO FTAD Chief (1) RO SBM Coordinator (1) SGOD Chief (1) SDO SBM Coordinator	NEAP RELC, General Santos City	Sept 16-19, 2024

**Note:** All SDO SGOD Chiefs and SBM Coordinators are expected to attend the activity.

**Annex B.**

*Indicative Program of Activities*

**Specific Objectives of the Capacity Building Activity**

- Transition the understanding of FTAD and SGOD on SBM from DO 83, s. 2012 to DO 007, s. 2024
- Discuss salient features of DO 007, s. 2024
- Equip participants with change management skills to support SBM Implementation

Start	End	Activity
<b>Day 0 - Arrival / Check-in (2:00 PM onwards   Afternoon)</b>		
<b>Day 1</b>		
8:30 AM	9:00 AM	Registration
9:00 AM	9:30 AM	Preliminaries
9:30 AM	10:00 AM	Objectives and Context Setting
10:00 AM	10:10 AM	Health Break
10:10 AM	12:00 NN	Looking Back: DepEd 83, s. 2012
12:00 NN	1:00 PM	Lunch break
1:00 PM	1:30 PM	Ice breaker
1:30 PM	3:00 PM	Understanding DepEd Order 007, s. 2024
3:00 PM	3:10 PM	Health Break
3:10 PM	5:00 PM	Continuation: Understanding DepEd Order 007, s. 2024
<b>Day 2</b>		
8:30 AM	9:00 AM	Ice Breaker and MOL
9:00 AM	10:00 AM	Session: Leading Change*
10:00 AM	10:10 AM	Health Break
10:10 AM	11:00 AM	Continuation of Session: Leading Change*
11:00 AM	11:30 NN	Synthesis
11:30 NN	12 Noon	Administrative Announcements
1:00 PM	1:15 PM	Ice breaker
1:15 PM	3:15 PM	Session: Building Connections*
3:15 PM	3:25 PM	Health break
3:25 PM	5:15 PM	Session: Nurturing a Results-based Culture*
5:15 PM	5:30 PM	Administrative Announcements
<b>Day 3</b>		
8:30 AM	9:00 AM	Ice breaker and MOL
9:00 AM	10:00 AM	Culminating Activity
10:00 AM	10:10 AM	Health break
10:10 AM	10:30 AM	Continuation: Culminating Activity
10:30 AM	11:00 AM	Closing Ceremony
11:00 AM	12:00 Noon	<b>Departure/ Check-Out   until 12:00 Noon Only</b>