



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

August 8, 2025

DIVISION MEMORANDUM

No. **403**, s. 2025

**CAPACITY BUILDING OF DIVISION SBM COORDINATORS, REGIONAL AND
DIVISION SCHOOL GOVERNANCE COUNCIL COMPOSITE TEAM
MEMBERS, AND TECHNICAL ASSISTANCE COORDINATORS**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Senior/Education Program Specialists
Public Schools District Supervisors/
Principals and Head Teacher-In-Charge of the District
Heads of Public Elementary/Integrated/Secondary Schools
All Others Concerned

1. Attached is the Regional Memorandum No. 711, s. 2025, regarding the Capacity Building of Division SBM Coordinators, Regional and Division School Governance Council Composite Team Members, and Technical Assistance Coordinators, which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.

FELICIANO C. BUENAFE JR., CESO VI
Schools Division Superintendent

Encl.: As stated

Reference: DM-OUHROD-2025-1774

To be indicated in the Perpetual Index

Under the following subjects:

CONFERENCES

ORIENTATION

POLICY

CTU



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Republic of the Philippines
Department of Education
 REGION VI-WESTERN VISAYAS

AUG 04 2025

REGIONAL MEMORANDUM
 No. **7111**, s. 2025

**CAPACITY BUILDING OF DIVISION SBM COORDINATORS, REGIONAL AND
 DIVISION SCHOOL GOVERNANCE COUNCIL COMPOSITE TEAM
 MEMBERS, AND TECHNICAL ASSISTANCE COORDINATORS**

To: Schools Division Superintendents
 RO Functional Division Chiefs
 ORD - Unit Heads
 All Others Concerned

1. Consistent with the mandate to strengthen the operationalization of technical assistance mechanism and ensuring its effectiveness, this Office shall conduct a Capacity Building of Division SBM Coordinators, Regional and Division School Governance Council Composite Team Members, and Technical Assistance Coordinators on August 18-20, 2025 at Iloilo Grand Hotel, Iloilo City.
2. The activity aims to:
 - a. enhance the TA providers' competencies in the provision of timely, appropriate, and relevant technical assistance;
 - b. provide guidance to TA providers of the mechanism on the provision of technical assistance to their respective schools;
 - c. update the participants with recent issuances relative to School-Based Management and School-Governance Council; and
 - d. orient the participants on the QMS Knowledge Management process.
3. The participants are the following:

Regional Office	1 FTAD Chief
	1 RITO 1
	1 FTAD Administrative Assistant
	1 ICTU Staff
	1 QAD M&E
	7 FD Chiefs or Representatives
	2 RO Unit Heads or Representatives
	2 CLMD EPS
	1 HRDD EPS
	1 KM Member (Jonalyn Lizada)
Schools Division Office	8 SGOD Chief Education Supervisors
	8 CID Chief Education Supervisors or Education Program Supervisors
	8 SDO Technical Assistance Coordinators



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8 CID Technical Assistance Focal Persons

4. The participants are requested to bring laptop and an extension cord for the workshop activities.
5. Attached is the Matrix of Activities. The first meal will be pm snacks on August 18, 2025 (Monday) and the last meal is lunch on August 20, 2025 (Wednesday).
6. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of L&D interventions on the account of age, school, gender, civil status, disability, religion or other similar factors/personal circumstances that run counter to the principle of equal opportunities.
7. The food and accommodation shall be charged against Regional Office Funds while travelling expenses of the participants to local funds, all subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum are desired.


CRISTITO A. ECO, CESO III
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Encl.: None
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

CONFERENCES

ORIENTATION

POLICY

JRA/DTG/RM CAPACITY BUILDING OF DIVISION SBM COORDINATORS...
027/July 29, 2025



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Annex A: MATRIX OF ACTIVITIES

Day 1 – August 18, 2025		
Time	Objective	Activity
1:00 - 2:00 PM	-	Arrival, Registration and Billeting of Participants (If rooms are available)
2:00 – 2:30 PM	-	Opening Program and Preliminaries
2:31 – 4:30 PM	Review the results of the recently concluded School Governance Council (SGC) functionality assessment and develop actionable TA plans to address identified gaps.	<ul style="list-style-type: none"> • Presentation and analysis of the SGC Functionality Assessment Endline Survey Results. • Review of the SGC Functionality Indicators • Review of the SGC Forms and Templates
4:31 – 6:00 PM	-	Workshop 1: Crafting of SDO SGC TA Plans
6:01 to 8:00 PM	-	Presentation of Outputs DINNER

Day 2 – August 19, 2025		
Time	Objective	Activity
7:00 AM to 8:00 AM	-	Preliminary Activities
8:01 AM - 10:00 AM	Highlight best practices for providing technical assistance to schools, showcasing their value, impact, and replicability across different educational settings to enhance SDO support and improve learning outcomes	Workshop 2: Documentation of Best Practices on Technical Assistance Provision
10:00 – 10:15AM	-	HEALTH BREAK
10:15 – 12:00NN	-	Continuation...
12:00 PM to 1:30 PM	-	LUNCH BREAK
1:30 – 3:30 PM	Develop a unified technical assistance approach for	<ul style="list-style-type: none"> • Salient Points of DO 007 s. 2024



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	monitoring the effective implementation of the SBM System, ensuring consistent, aligned, and tailored support for school leaders	<ul style="list-style-type: none"> Walkthrough of the SBM Self-Assessment Tool Review of DepEd Orders and other issuances relative vis-à-vis the SBM Tool Indicators
3:30 - 3:45 PM	HEALTH BREAK	
3:45 - 5:00 PM	Update and effect necessary changes in the TA Operations Manual of SDOs	Workshop 3: Finalization of SDO Contextualized TA Manual
6:00 - 8:00 PM	Dinner	
Day 3 – August 20, 2025		
Time	Objective	Activity
7:00 AM to 8:00 AM	-	Preliminary Activities
8:00 AM to 11:00 AM	Conduct basic orientation on the Knowledge Management aspect of the Quality Management System (QMS)	<ul style="list-style-type: none"> Basic Concepts on Knowledge Management Introduction of the standard operating procedures of the QMS Knowledge Management
10:00 – 10:15AM	HEALTH BREAK	
11:15 – 12:00NN	Closing Program	
12:01 PM to 1:00 PM	LUNCH BREAK	
1:01 – Onwards	Home Sweet Home	



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