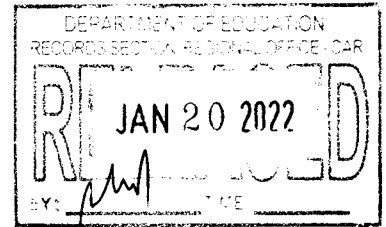




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



January 19, 2022

REGIONAL MEMORANDUM
 No. 023.2022

**COMPOSITION OF REGIONAL SCHOOL-BASED MANAGEMENT (SBM)
 TASK FORCE AND SUBMISSION OF DIVISION SBM
 TASK FORCES FOR THE YEAR 2022**

To: OIC-Assistant Regional Director
 All Regional Office Functions Division Chiefs/OICs
 Schools Division Superintendents
 All Divisions
 All Others Concerned

1. To strengthen the School-based Management (SBM) and to bring about facilitation of the Assessment, Process and Tool, this is to announce the composition of the Department of Education – Cordillera Administrative Region School-based Management Task Force with their terms of reference, roles, and functions. The composition shall be as follows:

Position/Role	Person Involved	Roles, Functions, Terms of Reference
Management Team	Estela L. Cariño, RD <i>Chairperson</i> Florante E. Vergara, OIC-ARD <i>Co-chairperson</i> Ethielyn E. Taqued, CES <i>Focal Person/Coordinator</i> Members: Aida L. Payang, CES Jennifer P. Ande, CES Edgar H. Madlaing, CES Sebastian G. Tayaban, CAO Rosita C. Agnasi, OIC-Chief Maksim A. Botilas, OIC-Chief Sasha Joseph L. Daganos, OIC-Chief (Chief of the Administrative Division), CAO	Manages the over-all SBM validation Approves SBM Level of Practice of recommended schools Plans for the details, recommends procedures or guidelines in the validation Assists the SBM Core Team in the provision of technical assistance Provides supports in the conduct of SBM validation of schools Conducts ocular visits to schools through RO on Wheels
SBM Core Team	Ethielyn E. Taqued Rose Melody M. Flores Marjory T. Valdez Alfredo B. Lanas Annie Rose B. Cayasen	Coordinates and collaborates with the SBM Task Force members Leads in the validation process



Position/Role	Person Involved	Roles, Functions, Terms of Reference
	Florence E. Balictan Emmanuela B. Gabol	Facilitates the smooth conduct of the validation Assists in the validation of schools Provides technical assistance to schools Prepares validation report and endorses schools validated
Record Keeper	Elvira M. Cudli	Keeps all records/data and documents regarding SBM validation Prepares and manages the release of certifications of validated and approved schools

2. The task force shall work collaboratively in the performance of duties and functions for the proper implementation and improvement of SBM practices of schools in the region.

3. The core team shall validate **SBM Level 3 schools** endorsed by the Schools Division Offices with reference to Regional Memorandum No. 340 s. 2021 entitled "Online Validation of SBM Level of Practice". Onsite validation shall be conducted only as deemed necessary to validate or authenticate the result of the Document Analysis-Observation-Discussion through **Regional Office on Wheels/ocular inspection by the SBM management team** as tracking or monitoring system of the region.

4. Other communication relative to the composition of Regional SBM Task Force is rescinded to implement the provision of this regional memorandum.

5. Further, **all Schools Division Offices are requested to submit the compositions of their Division SBM Task Force** indicating their roles and functions through email address ftaddepdcar@deped.gov.ph on or before **January 31, 2021**. Submission shall follow the template in Enclosure 1 and shall be verified and signed by the Schools Division Superintendent.

6. For queries contact FTAD contact number 09189659179 and/or email address ftaddepdcar@gmail.com.

7. Immediate dissemination of and strict compliance to this memorandum is directed.



ESTELA L. CARIÑO EdD, CESO III
Director IV/Regional Director

Enclosure 1 to RM No. _____

DIVISION SCHOOL-BASED MANAGEMENT TASK FORCE

Division: _____

SBM Coordinator/ Contact Person to the Regional SBM Task Force: _____

Position Title: _____

Contact Number: _____

Email Address: _____

MANAGEMENT AND CORE TEAM

Position/Role	Person Involved	Functions and Terms of Reference

Prepared by:

Approved:

Name and Signature

Schools Division Superintendent