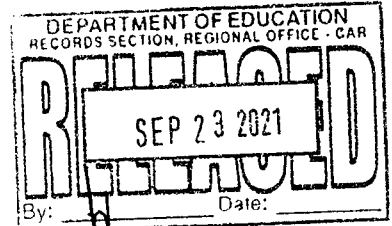




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



September 23, 2021

**REGIONAL MEMORANDUM**  
 No. 429-2021

**CONDUCT OF THE 2021 SCHOOL-BASED MANAGEMENT (SBM) CONGRESS**

To: Regional Office SBM Task Force  
 Schools Division Superintendents  
 Division SGOD Chiefs/OICs  
 SDO SBM coordinators  
 All Divisions  
 All Others Concerned

1. The Department of Education – Cordillera Administrative Region directs Schools Division Offices (SDOs) to conduct School-based Management (SBM) Congress with the theme, **“Advancing through the New Normal: SBM Working in One Direction”** in December 2021.

2. The objectives of the congress are:

- a. share exemplary initiatives relative to SBM;
- b. replicate SBM practices learned from other schools;
- c. apply best inputs learned for the improvement of school management; and,
- d. recognize SBM Level 2 (Maturing) and 3 (Advanced) schools

3. The congress shall be highlighted by sharing initiatives of selected School Heads whose assigned schools have reached SBM Level 3 (**choose presenters from Enclosure 1 - 1 elementary, 1 secondary, 1 integrated**) and Awarding of Certificates of Recognition to schools, school heads and school SBM coordinators that have reached the SBM Level 2 and 3 (see Enclosure 1 and 2).

4. The Regional Office allotted an amount of **P 252,200.00** to be downloaded to all SDOs to defray the meals and other expenses of the participants with the following breakdown:

<b>Division</b>	<b>Amount to be Downloaded</b>
Abra	P 31,700.00
Apayao	P 31, 500.00
Baguio City	P 31, 500.00
Benguet	P 31, 500.00
Ifugao	P 31, 500.00
Kalinga	P 31, 500.00
Mountain Province	P 31, 500.00



Tabuk City	P 31, 500.00
<b>TOTAL</b>	<b>P 252,200.00</b>

5. Attached with this memorandum are the List of SBM Level 3 schools (*Enclosure 1*), List of SBM Level 2 schools (*Enclosure 2*), Sample Matrix of Activities (*Enclosure 3*), Guidelines and Mechanics of Presentation for SBM Presenters (*Enclosure 4*), Working Committees (*Enclosure 5*) and Documentation Template (*Enclosure 6*). The documentation shall be attached to the accomplishment report which will be sent through email at **ftad.depedcar@gmail.com** before **December 23, 2021**.

6. Due to transfers and reassignments of school heads, all SBM Coordinators are requested to submit names of school heads who managed the schools (found in Enclosures 1 and 2) **from the applicable school year of validated practices up to the date of validation**. Likewise, spelling and completeness of the names of schools, school heads and school SBM coordinators provided the aforementioned enclosures are to be verified and checked. Deadline of submission is October 29, 2021 following the editable list/template found in **<https://tinyurl.com/SBMValidatedList>**.

7. To ensure smooth facilitation of the congress, there will be a Virtual Planning Conference of all SGOD chiefs, Division SBM coordinators and focal persons, school head presenters, Regional Office SBM task force core team and all FTAD personnel on **November 4, 2021**, at 8:00 AM via Microsoft Teams. Link for the conference shall be coordinated to the SDO SBM coordinators before the said date.

8. Meals of the regional office participants during the conduct of the virtual planning shall be charged against the regional office funds subject to usual budgeting, procurement, accounting and auditing rules and regulations.

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

  
**ESTELA LEON-CARIÑO EdD, CESO III**  
 Regional Director 

Enclosure I of RM No. 429-2021

**List of SBM Level 3 Schools**

<b>SCHOOLS</b>		<b>School Head</b>	<b>School SBM Coordinator</b>	<b>Date of Validation</b>
<b>ABRA</b>				
1	Cristina B. Gonzales NHS	Jasmine P. Bringas	Jimmy Ann B. Guillermo	June 21-25, 2021
2	Don Rosalio Eduarte ES	Dahlia L. Silvania	Sonia T. Ragonton	
3	Lagangilang CS	Rico T. Tubadeza Jr	Mary Jane M. Lanas	
4	Cayapa NHS	Brenda L. Bose	Joanna O. Salor	
5	Villa San Isidro ES	Lailani P. Camello	Dante M. Perido	
6	Daiodao ES	Nathaniel T. Dickson	Marissa R. Gumidam	
7	Libtec ES	Prescilla B. Tesoro		
8	An-anaao IS	Eugene P. Millare	Jansenn P. Millare	
9	Rosalio Eduarte NHS	David P. Linggayo	Marifi F. Quodala	
10	San Gregorio ES	Cayetano B. Barcena	Meylyn A. Brub	
11	Bucay CS	Gabriel Velasco	Vida Parel	
12	Luba CS	Emilia T. Garcia	Mia Jane G. Viernes	
13	Villaviciosa CS	Arturo G. Ferrer	William R. Colado	
<b>BAGUIO CITY</b>				
1	Baguio Central School	Esther K. Lilitit	Perla Enomis	May 26-27, 2021
2	Pines City High School	Whitney A. Dawayen	Soledad Copsiyan	
3	Pacday Quinio ES	Remedios Quinio	Patricia Nagen	
4	Quezon Hill ES			
<b>BENGUET</b>				
1	Lepanto NHS	Sharon B. Angupa	Giltrude L. Palod	June 1, 2021
2	Loo ES	Onofre D. Limpayos	Janet Y. Gaewen	July 21, 2021
<b>IFUGAO</b>				
1	Potia ES	Evangeline A. Dulnuan	Trixie M. Domingo	August 17, 2021
2	Hungduan NHS	Rachel Guinid-Khayad	Claribel B. Habbiling	
3	Hapao ES	Lydia M. Magatomi	Grace K. Balangto	
<b>KALINGA</b>				
1	Pinukpok CS	Jovelyn B. Dugayon	Zynalyne H. Lingayo	June 16, 2021
<b>TABUK CITY</b>				
1	Kalinga SPED Center	Agapito B. Mabbayac	Lasina B. Pangsiw	June 14, 2021

Enclosure 2 of RM No. 429.2021

**List of SBM Level 2 Schools**

**ABRA**

	<b>SCHOOLS</b>	<b>School Head</b>	<b>School SBM Coordinator</b>	<b>Date of Validation</b>
1	Cayapa ES	Jayfee Calubing	Blanca Flor Biasa	March 2021
2	Tagodtod ES	Cesaria Santos	Glaisa Bautista	
3	Presentar ES	Paulina Corazon Gandeza	Angelina B. Biscarra	
4	Canan ES	Marcelo A. Ton	Joann A. Tamonte	
5	Caridad Azares ES	Rubelita C. Almodobar	Catherine A. Artienda	
6	Metodio ES	Edsel Benedicto Q. Manangbao	Myrna Campos	Jun 21-25, 2021
7	Baay NHS	Hector S. Lopez	Olivia M. Masalay	
8	Luzong NHS	Enrile B. Balais	Deborah B. Anselmo	
9	Sabnangan ES	Ricky D. Manuel	Melchor A. Valera	
10	Botot ES	Bless C. Tabbenan	El Kevin Barillo	
11	Bacag ES	Elmer M. Eguem	Grace Ann B. Laguicao	
12	Pacoc ES	Virginia B. Dreu	Lorenzo T. Marquez	
13	Lacub CS	Grace B. Baldemor	Jacqueline A. Viste	
14	Nagtipulan ES	Anicia M. Bersalona	Rosemarie G. Torres	
15	Baquero ES	Rafael E. Tejero	Rosemary B. Barbero	

**BAGUIO CITY**

	<b>SCHOOLS</b>	<b>School Head</b>	<b>School SBM Coordinator</b>	<b>Date of Validation</b>
1	Guisad Valley NHS	Jayrerose M. Guevara	Jennilyn A. Binay-an	July 26-30, 2021
2	Baguio Country Club ES	Liza L. Poled		
3	Bakakeng ES	Estrella B. Bulay	Irene L. Balbos	
4	Aguinaldo ES	Corazon C. Amlag	Jacqueline O. Alalag	
5	Doña Nicasia Puyat J. Puyat ES	Maria O. Palsi	Claydee Acong	
6	Doña Aurora ES	Cynthia P. Vitagan	Victor U. Sotelo Jr	
7	Holy Ghost Ext ES	Regina K. Bannawol	Aida C. Alcedo	
8	Magsaysay NHS	Lucia T. Casim	Jessica F. Ruiz	
9	Joaquin Smith NHS	Felto Agpawa	Joy B. Pacsayan	
10	Fairview ES	Rommel L. Manzano	Mercy K. Pusot	August 18, 19, 21, 2021 & September 2, 2021
11	Pinsao NHS	Ester L. Gallotan	Manuela J. Cayabyab	
12	BCNHS - Fort del Pilar Annex	Julia A. Biligan	Florhiza B. Cayat	
13	Rizal ES	Joseph A. Estigoy	Junar M. Diguel	
14	Don Mariano Marcos ES	Estrella B. Bulay	Marvin G. Oliva	
15	Kias ES	Sosimo B. Leal	Randy P. Cayat	
16	Pinget ES	Philip B. Sagalla	Michel B. Buclao	

17	Lucban ES	Jackson T. Caya-os	Freda B. Dayog	September 7, 2021
18	Dontogan ES	Elizabeth Espinosa	Esperanza Rodriguez	September 14, 2021

### BENGUET

SCHOOLS		School Head	School SBM Coordinator	Date of Validation
1	Longlong ES	Edgar Vicente		March 2021
2	Bineng ES	Aida E. Pe		
3	Wangal ES	Oscar Lacaden	Beverly Calawa	
4	Kiwas IS	Joan Culbengan	Bena Siloy	
5	Batuan ES	Rosalina Taqued	May-ann Anaydos	
6	Gilbert Semon ES	Gloria S. Canias	Delsa Dagiapen	
7	Loacan NHS	Daniel Peredo		
8	Loacan ES	Martin Napeek		
9	GBDAIS	Jane A. Angluben	Jessica Allan	
10	Sablan NHS - Balluay Ext	Gerald Salda	Glory Lee	
11	Omas Ampaguey ES	Remedios Carpio		
12	Jose Gonzales ES	Nilo Oyam	Juna Mirasoa	
13	Bayabas MG School	Teresita S. Dolo	Carmelita Pal-ang	
14	Michael G Angel ES	Lavi C. Pistula	Connie Camdas	
15	Fianza ES	Josie S. Cayat	Joan Samson	
16	Talete MGS	Gina Panagan	Graziella M. Argate	
17	Balakbak ES	Narcing Sukil-ap		
18	Kabuyao ES	Modesto Pisando	Rona Lea Kitan	
19	Bekel ES	Joselito Tabayoyong	Prima T. Joseph	
20	Solomon Solano ES	Marjorie Visaya		
21	Ampusongan NHS	Gloria Cadap	April Joy Alangdeo	April 26, 2021
22	Naguey ES	Julie A.Kiso	Ines G. Miguel	June 4, 2021
23	Camp 30 NHS	Corazon S. Alos	Bleza T. Esteban	
24	Camp 30 ES	Wilson E. Taquio	Trining Cagas	
25	Felomina P. Cating ES	Evelyn B. Sitam	Vickie S. Laloy	
26	Manganese ES	Theresita F. Olayan	Jane D. Ducagan	
27	Acupan ES	Sheila K. Wakit	Melinda R. Dulagan	
28	Laurencio Fianza NHS-Main	Cristina B. Ayangdan	Mark B. Libio	
29	Binga NHS	Nancy D. Costina	Georgie Ann D. Bacquian	
30	Binga ES	Dante D. Romillo	Nancy M. Arce	June 1- 2, 2021
31	Tuding ES	Nestor M. Asiong	Lucia J. Aoas	July 21- 23, 2021
32	Adaoay 30 NHS	Lily M. Aroco	Leni Lou C. Willie	
33	Mt Pulag ES	Florelia A. Pascian	Marjie D. Pacliwan	

34	Tawangan-Lusod NHS	Arnold L. Manio	Rebecca B. Molitas	September 6, 9-10, 2021
35	Ambangeg ES	Agustina S. Mendoza	Wilma M. Dogaong	
36	Ambuklao ES	Rosaline B. Fianza	Yolly O. Sarapao	
37	Pilpiok ES	Roberto A. Pablo Jr	Alicia T. Bangsao	
38	Bokod NHS	Junaria S. Dio-al	Virgie Q. Sanchi	
39	Twin Peaks High School	Teresita S. Tillama	Lourdes E. Fianza	
40	Gavino Palaoag ES	Nena T. Bangala	Jobelle B. Banut	
41	Evelio Javier MNHS-Main	Carolyn Y. Leon	Roxanne M. Baliton	
42	Nawal IS	Ardeshir A. Bedso	Zwayna S. Sano	
43	Mankayan NHS	Rosita B. Briones	Jardson S. Onio	
44	Talbino ES	Ronald C. Cayat	Lilia B. Saguibal	September 14, 2021
45	Bakun NHS	Fausto L. Sab-it	Anthonette D. Dao-ines	

### IFUGAO

SCHOOLS		School Head	School SBM Coordinator	Date of Validation
1	Tinoc NHS	Joel B. Bodah	Fenelyn Pucay	August 17, 2021

### KALINGA

SCHOOLS		School Head	School SBM Coordinator	Date of Validation
1	Tanudan Vocational School	Fernando S. Galdoc	Jonalyne Gumilab	April 26, 2021
2	Apatan ES	Shiela S. Agtunong	Evangeline E. Calngan	June 16-18, 2021
3	Bagtayan ES	Jose B. Longgawis	Mercy T. Agabas	
4	Central Pasil NHS	Joyce S. Alimondo	Marina A. Massagan	
5	Galdang ES	Rebecca B. Guisoben	Jysele D. Dangwan	
6	Ballayangon ES	Marie Sharon A. Salucon	Sonia T. Bagunton	
7	Ableg ES	Aguida D. Banasan	Berlyn D. Langbay	
8	Cal-owan Agricultural Vocational NHS	Lenor B. Danipog	Jorinda B. Wailan	
9	Balinciagao ES	Eduardo D. Dongan	Rowena M. Massagan	
10	Pasil CS	Lilibeth B. Dongan	Margaret W. Agabas	
11	Batong Buhay NHS	Aldrin E. Bakidan	Rhona Quet A. Pannogan	
12	Kabugao ES	Clara Dawing	Mercy Arlene D. Liwaliw	
13	Cawagayan NHS			
14	Colayo ES	Eileen I. Guyang	Eliza B. Guyang	
15	Magaogao ES	Mary Joy P. Tiwang	Jocelyn Pasag	
16	Bangad ES	Gilbert B. Dalsin	Elizabeth L. Wangi	

**MT. PROVINCE**

<b>SCHOOLS</b>		<b>School Head</b>	<b>School SBM Coordinator</b>	<b>Date of Validation</b>
1	Balaoa NHS	Joan B. Angway	Judith L. Tayan	June 17-11, 2021
2	Kayan East ES	Cesar Celino	Siriell T. Daytaca	
3	Bunga NHS	Diary A. Tambiac	Pablo P. Lipas	
4	Bunga ES	Merwyn A. Comicho	Joseph B. Padalla	
5	Dacudac ES	Helen D. Buyagan	Charlyn P. Banaken	
6	Am-am NHS	Orilda C. Lagawed	Yolanda D. Angcuan	
7	Cadad-anan ES	Carmen B. Culop	Alma A. Culop	
8	Dacudac NHS	Orilda C. Lagawed	Roger Brian D. Laguiwed	
9	Balaoa ES	Charito N. Binwag	Loida B. Enola	
10	Tue ES	Agosto M. Salipan	Elizabeth C. Kitongan	
11	Tadian School of Arts and Trade	Andre C. Marrero	Ma Fatima M. Pasayan	
12	Mabalite ES	Percelito L. Taledted	Grace D. Balalong	
13	Guinzadan ES	Elnor M. Madjaco	Fely D. Palpal	
14	Banaao ES	David D. Caoile Jr	Arlene P. Lumpisa	
15	Sayapot ES	George L. Toldis	Beverly D. Matias	
16	Lenga ES	Virginia C. Cawili	Arlene L. Kugalay	
17	Cagubatan NHS	Teresa P. Ngitec	Rodelia W. Galang	
18	Kayan ES	Wilhelmina M. Iguid	Cesaria L. Pol-ocan	
19	Bantey ES	Grace A. Owaban	Jane S. Concepcion	

**TABUK CITY**

<b>SCHOOLS</b>		<b>School Head</b>	<b>School SBM Coordinator</b>	<b>Date of Validation</b>
1	Cudal ES	Junny F. Decena	Bregida L. Bungaoen	June 14-16, 2021
2	Bulo NHS	Dorothy A. Pacia	Emilia G. Simeon	
3	Mansanita ES	Leonardo T. Egalan	Lolita C. Facali	
4	Southern Tabuk CS	Winfred T. Singun	Jona T. Balcanao	
5	Masablang ES	Moses G. Sawad	Natividad B. Banatao	
6	Madapdapig ES	Ruth M. Banao	Rebecca M. Macaiba	
7	Cabaritan ES	Paulino C. Calbayao	Jonafe Hortaleno	
8	Tabuk City CS	Juliana Javillonar	Filippina T. Bencan	
9	Burayukan ES	Rowena Cabanes	Rowena Cabanes	
10	Balong NHS	Luisita P. Parilla	Lavarnie B. Ambeguia	
11	Nambaran Agro-Industrial NHS	Avelina P. Trinidad	Janice A. Bulao	
12	Dupag ES	Daisy A. Binutay	Floralyn D. Manadao	
13	Gaogao ES	Oraline F. Edas	Mailva Wacdagan	
14	Bantay NHS	Annette B. Ismael	Jonalyn S. Bagni	
15	Pinagan ES	Brenda Lee T. Lingbawan	Annie B. Sumarita	
16	Guilayon ES	Rudy Paul L. Taguibao	Jiji G. Siwal	
17	Banagan ES	Airen L. Ammiyao	Marlyn B. Awing	

18	Balatoc PS	Flordeliza A. Sannadan	Brenda C. Bumatnong
19	New Balbalan ES	Dolores Ganotice	
20	Binongsay ES	Antonio D. Dawing	Matt Domingo B. Paclay
21	Balawag ES	Reynaldo Tumapang	Jovelyn C. Tulay
22	Malin-awa ES	Marlon A. Binoloc	Leah Mae B. Dawadao
23	Callagdao ES		
24	Bulanao CS	Agapito B. Mabbayac	Lilia G. Manarpaac
25	Malalao ES	Crispina G. Baligod	
26	Matucnang ES	Evelyn C. Bonggalo	Analyn M. Lumady
27	Bado Dangwa NHS	Melchor G. Layugan	
28	Tannubong ES	Denia P. Ondog	
29	New Tanglag ES	Lorenzo T. Campilis	Marilou Duclan
30	Bulanao East ANNEX - Greenhills PS	Judith S. Chumalan	Valiant B. Eyadan
31	Eastern Kalinga NHS	Jay-ar C. Dinamling	
32	Balawag NHS	Jobella Kagi S. Agpad	Marites A. Suyam
33	Bado Dangwa ES	Rogelio P. Alunday	Adora Divina S. Benta
34	Lacnog IS	Richard Palatican	Mira M. Bog-ac
35	San Pablo ES	Concepcion P. Olya-on	Erlinda D. Borreta
36	Gradual Discovery ES	Rommel O. Chac-ip	April Joy Fausto
37	Laya ES	Judy S. Gallardo	Marie Joan E. Dalere
38	Naneng NHS	Cherilyn A. Silao	Lewis Johnson W. Balongay
39	Gawidan ES	Airen L. Ammiyao	Miriam A. Barila
40	Naneng NHS- Mosimos Ext	Jose Quanso	Anabel Barila
41	Bayabat ES	Olivia O. Tanding	Rommel O. Chac-ap
42	Magnaog ES	Judith Sagayo	Rafael S. Gonayon
43	New Tanglag NHS	Lorenzo T. Campilis	Harold Dulawen
44	Gobgob ES	Theresa D. Reglos	Rebecca M. Macaiba
45	Tangbay ES	Edgar F. Delgado	Susette G. Gamon
46	Dananao ES	Maribel B. Gayodan	Armida M. Ayle
47	Tabuk City NHS	Joselito Cabello	Joan M. Orense
48	Cudal NHS	Joselito Cabello	Avelina Padilla
49	Tuliao ES	Prudencio Cabannag	



**MATRIX OF ACTIVITIES**

<b>DATE/TIME</b>	<b>ACTIVITY</b>	<b>FACILITATORS</b>
	Registration of Participants	FTAD staff
November 4, 2021 8:00 AM to 2:30 PM	Planning Conference	FTAD Staff, SGOD Chiefs, RO SBM Core Group SBM Coordinators, SBM Focal Person/s, School Head presenters
December 1-15, 2021	<p>Congress Proper</p> <p>National Anthem Prayer Cordillera Hymn Presentation of Participants Welcome Remarks Introduction of Keynote Speaker Keynote Speech</p> <p>Congress Mechanics (Sharing of initiatives of selected school heads) Awarding of Certificates of Recognition to SBM Level 2 Schools (School Head, School SBM Coordinator, PTA, Division)</p> <p>Acknowledgement Closing Prayer</p>	RD Estela L. Cariño
December 23, 2021	Submission of Accomplishment Report to the region	

**Guidelines and Mechanics of Presentation for SBM Presenters**

**A. Guidelines for Presentation**

1. Two school heads from the elementary level, one school head from the secondary level and one school head from integrated school will present during the SBM Congress.
2. Schools to be recommended for the presentation must have undergone the Division and Regional Validations with complete documents to prove they have qualified for SBM Level II accreditation.
3. Each presenter will prepare an audio-video presentation good for 8-10 minutes.
4. The audio-video presentation should follow this format:
  - a. Brief history of the school
  - b. Best practices along the 4 SBM Indicators: Leadership and Governance; Curriculum and Instruction; Accountability and Continuous Improvement; Management of Resources
  - c. Gains or effect of SBM Practices to the school, the stakeholders, the learners (Status of School Performance and Student Achievement because of SBM)
  - d. Learning or realization through SBM
5. Presentations **need to be initially presented on November 4, 2021** during the planning conference.

**B. Mechanics of Presentation**

<b>DURATION</b>	<b>IN-CHARGE</b>	<b>WHAT TO DO</b>
2 minutes	Session Manager	Greet the participants; Reads the mechanics for the sessions; Checks that all presenters, documenters, reactors, moderator and participants are in
10 minutes	Presenter	Introduces oneself, name of school, PTA; plays audio-video presentation
4 minutes	Reactor	Gives feedback; clarifies areas needing elaboration; Suggest inputs for improvement
4 minutes	Moderator	Facilitates reactors' time and question and answer portion within time allotted

**TECHNICAL WORKING COMMITTEE**

COMMITTEES	TERMS OF REFERENCE	PERSONNEL
Chairperson/s	Manages the overall conduct of the congress	
Coordinator/s	Coordinates/assists in providing direction to congress activities	
Finance and Logistics	Ensures the efficient execution of procurement	
Registration and Attendance	Handles the registration and attendance of the activity	
Program and invitation	Facilitates the smooth conduct of the activity; Ensures the presence of invited speaker	
Documenter/s	Documents the highlights of the presentation, questions from participants and reactions of the reactors	
Moderator/s	Introduces presenters, facilitates question and answer, assist the documenters in documentation proceeding, closes the session	
Reactors	Provides feedback on presentations (learnings and gains or areas that need to be strengthened); suggest other relevant practices that may be incorporated	ASDS, Chiefs of SGOD and CID
Monitoring and Evaluation	Facilitates the conduct of congress evaluation by the participants	
Publicity and Media Relations	Manages media relations during the activity	
Awards, Certificates	Ensures that all certificates are ready for awarding	
ICT Support	Sets-up and ensures that ICT are ready	

Enclosure 6 of RM No 429-2021

To be accomplished by the documenter

**DOCUMENTATION TEMPLATE**

<b>Name of School</b>	<b>Presenter</b>	<b>Highlights of the Presentation</b>	<b>Name of Reactor</b>	<b>Questions from the Participants</b>	<b>Response of the Presenter</b>

Prepared by:

\_\_\_\_\_  
Documenter

Noted:

\_\_\_\_\_  
Schools Division Superintendent