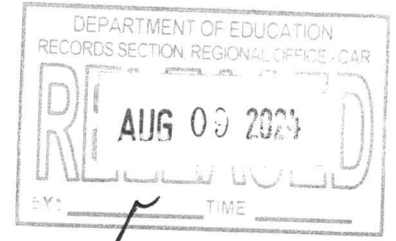




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



8 August 2024

**REGIONAL MEMORANDUM**  
 NO. 532.2024

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

To: Asst. Regional Director  
 Schools Division Superintendents  
 Chief – FTAD  
 All others Concerned

1. This is to reiterate **DM-OUHROD-2024-1271** on the Participation in the Conduct of Capacity Building on the Revised School-Based Management (SBM) Guidelines on September 10-13, 2024, at Baguio Teachers Camp (BTC), Baguio City.
2. The primary purpose is to capacitate key DepEd personnel in providing technical assistance on the Revised SBM Tool.
3. The participants of the activity are the following:

Regional Office	SDO	Participants
Edgar H. Madlaing	Abra	CES Ronald T. Marquez & Ryn Walter B. Paa
Marjory T. Valdez	Apayao	CES Gilbert F. Villanueva & Arlene M. Ventura
	Baguio City	CES Niño M. Tibanggay & Asuncion C. Saguid
	Benguet	CES Lucio B. Alawas & Corazon C. Quipot
	Ifugao	CES Jaqueline C. Lunag & Juanito T. Padawan Jr
	Kalinga	CES Bernard L. Ganotice Jr. & Neva Jane A. Atiwag
	Mt province	CES Rosendo Cacap & Nemia N. Lete
	Tabuk City	CES Sally P. Feken & Doddie Marie L. Duclan

4. All participants are expected to bring their own laptops as workshop activities shall be accomplished electronically. Bringing of extension cord is not mandatory, but ideal.
5. Attached is the Indicative Program of Activities.



**Address:** DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

**Telephone No:** (074) 422 – 1318

**Email Address:** car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>

6. To confirm participants attendance, kindly access this link: <https://bit.ly/SBMCapBuild-Reg> five (5) days before the schedule of the conduct of the activity.
7. Board and lodging of participants shall be charged against Central Office funds while travel expenses shall be charged against their respective local funds subject to the usual accounting and auditing rules and regulations.
8. Check-in will start at 3:00 PM on September 10, 2024 (Tuesday) and check-out will be at 12:00 PM on September 13, 2024 (Friday).
9. For further inquiries and clarifications, please contact FTAD through email address **car.ftad@deped.gov.ph**
10. Immediate dissemination of and compliance to this Memorandum is desired.

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV / Regional Director

For the Regional Director:

  
**RONALD B. CASTILLO, CESO V**  
Director III / Assistant Regional Director

## 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>