



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
TAGBILARAN CITY SCHOOLS DIVISION
City of Tagbilaran



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August 16, 2018

OFFICE MEMORANDUM

No. 469 s. 2018

**SCHOOL SBM COORDINATORS MEETING
IN PREPARATION OF THE SBM SCHOOL ASSESSMENT**

To: All public elementary and secondary School Heads
School SBM Coordinators
All other concerned

1. In preparation of our SBM Assessment come August 23-30, 2018, all School SBM Coordinators are enjoined to attend a preparatory meeting on August 22, 2018, 2:00 PM – 5:00 PM, Division Conference Room, New Division Office, Tagbilaran City.
2. This preparatory meeting aims at orienting the SBM School Coordinators the process, scoring and purpose of the assessment.
3. Furthermore, this office, is finalizing the final list of school SBM Coordinators for official designation thus, requesting all school heads to designate your School SBM Coordinator for the Division Office to make the official designation that will be included in their IPCRF's Key Result Areas.
4. Expenses relative to and in the conduct of this SBM Coordinators meeting such as transportation expenses shall be chargeable to school MOOE funds and other local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this memorandum is desired.


VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent