



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
MLA-2023-OSDS- 027

To : **Dr. MA. ANTONETTE P. DUGANG**
Education Program Supervisor

From : **WILFREDA D. BONGALOS PhD, CESO V**
Schools Division Superintendent

Subject : **DESIGNATION AS DIVISION SCHOOL-BASED MANAGEMENT
COORDINATOR**

Date : May 12, 2023

1. In review of your appointment as Education Program Supervisor of the School Governance and Operations Division, you are hereby designated as the Division School-Based Management Coordinator effective immediately.
2. The duties and responsibilities of the Division School-Based Management (DSBM) Coordinator are as follows:
 - a) create Division School-Based Management Taskforce (DSBMTF);
 - b) facilitate the continuation of the self-assessment of schools and provision of appropriate technical assistance based on the self-assessment results;
 - c) plan, coordinate, and facilitate all SBM related activities;
 - d) lead in the development of SBM-TA Implementation Plan;
 - e) provide inputs in the development of policies and standards in recognizing SBM implementation notable practices;
 - f) lead in tracking and analyzing the self-assessment result for possible and appropriate technical assistance interventions;



Address: Dampas, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718
Email Address: tagbilarancity.division@deped.gov.ph

- g) submit quarterly reports to the SDS on the prioritized TA needs of the schools and the progress of SBM-TA interventions implemented; and
 - h) update and provide feedback on the online Bottlenecks, Logs, Issues, and Concerns (BLICs) tracker.
3. You are expected to perform your duties and responsibilities with utmost sincerity and dedication.
4. For your guidance and compliance.

