



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- 024

To : **Dr. LIZA E. MAQUILING**
EPS II M&E

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

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

Date : May 12, 2023

1. In the exigency of service, you are hereby designated as Division Permanent Alternate School-Based Management Coordinator of DepEd Division City Schools.
2. You are expected to assist the Designated Division School-Based Coordinator whose functions are the following:
 - 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;
 - 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.

WDB/JAAL/SGOD/MAPD/lmk



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