



November 2, 2017

**DIVISION MEMORANDUM**

No. 285, s. 2017

**ORIENTATION WORKSHOP ON SBM PASBE INDICATORS, SCHOOL REPORT CARD AND WINS PROGRAM ONLINE ASSESSMENTS**

To: Acting, Assistant Schools Division Superintendent  
Chief Education Program Supervisors  
Education Program Supervisors  
Public Schools District Supervisors/Officers In-Charge of the District  
Heads, Public Elementary, Secondary and Integrated Schools

1. The Division of Capiz through the School Governance and Operations Division (SGOD) in coordination with the Division Information and Technology Office (ITO) will conduct a Two-Day Orientation Workshop on SBM PASBE Indicators, E-School Report Card and WinS Online Assessments on November 28-29, 2017. Venue will be announced later.
2. Participants to this activity are the 18 District SBM Coordinators, 18 District ICT Coordinators, 59 Secondary School SBM Coordinators and 59 Secondary School ICT Coordinators. Participants to this workshop should bring laptop, extension cord, portable wifi, sample school report card, school data on SBM Level of Practice and WinS 3 Star assessment.
3. Travel expenses of participants shall be chargeable against school MOOE while food and lodging and other expenses incurred relative to the conduct of this activity shall be chargeable against the Division INSET fund subject to the usual accounting and auditing rules and regulations.
6. Wide and immediate dissemination of this memorandum is desired.

  
**MIGUEL MAC D. APOSIN, ED.D., CESO V**  
Schools Division Superintendent

Enclosures : None  
References : DepED Order No. 10, s, 2016, DM No. 160, s. 2017  
DO No. 83, s. 2017

To be indicated in the Perpetual Index\_ under the following subjects:

Policy                      Assessments                      School Heads                      Workshop