



Republic of the Philippines  
Department of Education  
**Region VI – Western Visayas**  
DIVISION OF CAPIZ  
Banica, Roxas City

January 10, 2022

**Division Memorandum**

No. 006s. 2022

**DIVISION ORIENTATION - WORKSHOP ON THE CRAFTING OF AIP YEAR 2  
VIS-A VIS REVISITING SIP SY-2021-2023 CUM LEVELING UP  
SCHOOL -BASED MANAGEMENT LEVEL OF PRACTICE AMIDST PANDEMIC**

To: Acting Assistant Schools Division Superintendent  
Chief Education Program Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
District SBM Coordinators  
Secondary School SBM Coordinator

1. The School-Based Management highlights the empowerment of key stakeholders in schools towards the attainment of higher pupil/student learning outcomes. A decision as to where and into what aspect of school management and processes a school and its stakeholders may start to build upon, especially amidst pandemic makes an assessment imperative and resulting to a collaborative leveling up of SBM practices in schools, thus revisiting School Improvement Plans and crafting of Annual Implementation Plan year 2 (2022) integrating all intervention programs is vital.
2. In line with this, the Schools Division of Capiz through its School Governance and Operations Division will conduct a limited face to face **DIVISION ORIENTATION - WORKSHOP ON THE CRAFTING OF AIP YEAR 2 VIS-A VIS REVISITING SIP SY-2021-2023 CUM LEVELING UP SCHOOL -BASED MANAGEMENT LEVEL OF PRACTICE AMIDST PANDEMIC** on the following schedules below:

Batch	Level	Participants	Date
Batch I	Elementary	18 Districts @ 5 School Heads = 90 pax TWG & Trainers = 15 pax ( 105 pax)	Feb 1-2, 2022
Batch II	Secondary & IS	54 Secondary School Heads 24 IS School Heads 15 TWG & Trainers (93 pax)	Feb. 3-4, 2022

3. Participants are encouraged to bring and prepare the following during the orientation -workshop:

1. Approved SIP SY 2021-2023 and AIP YR1- 2021
2. School Learning Continuity Plan SY 2021- 2022
3. SBM Level of Practice Previous results (3 years) of  
(Printed SBM Assessment Tools)  
SY 2017-2018, SY 2018-2019, SY 2019-2020
4. Enrolment data (current and past four S.Y.)
5. Performance Indicators (Last 5 S.Y.)
6. NAT Results (Gr. 3, 6 & Y4 for Sec.) ( last five S.Y.)
7. List of School SBM Task Force
8. Conference Notebook

4. The following are the trainers and facilitators of this activity:

- |                           |                                 |
|---------------------------|---------------------------------|
| 1. Dr. Edna Azcarraga     | 10. Glenda Botin                |
| 2. Ronald Dile            | 11. Dr. Immaculada Amores       |
| 3. Expectation Lacbanes   | 12. Daniel Florence Equibal- IT |
| 4. Maria Bambie Billanes  | 13. Edwin Salanatin- IT         |
| 5. Mae Frac               | 14. Alvin Braulio- Nurse        |
| 6. Lourdes Oropeo         | 15. Joan Dequina- nurse         |
| 7. Dr. Reynaldo Azcarraga |                                 |
| 8. Nenito Dacles          |                                 |
| 9. Dr. July Falagne       |                                 |

5. Participants to this activity are expected to conduct a cluster/district orientation-workshop.

6. A Walk through for the trainers and facilitators will be conducted on **January 27-28, 2022**. Venue will be announced later.

7. Food and workshop materials of trainers, facilitators and other related expenses shall be chargeable against HRTD Fund subject to the usual accounting and auditing rules and regulations.

8. Immediate dissemination of this memorandum is desired.

  
**SALVADOR O. OCHAVO, JR., EdD., CESO V**  
Schools Division Superintendent

JAN 10 2022

Enclosure: none

Reference:

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

Assessment      Policy      Students      Pupils      School Heads      Rating