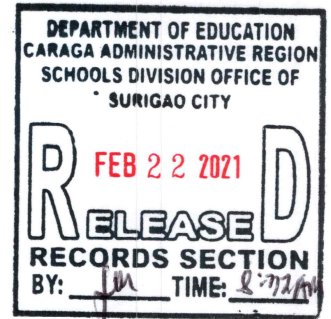




Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OFFICE OF SURIGAO CITY



February 17, 2021

DIVISION MEMORANDUM
NO. 040 s. 2021

**CONDUCT OF SCHOOL-BASED MANAGEMENT (SBM) DOCUMENT ANALYSIS,
OBSERVATION AND DISCUSSION (D-O-D)**

To: Asst. Schools Division Superintendent
Chief- School Governance and Operation Division
Chief- Curriculum Implementation Division
Concerned Public Elementary and Secondary School Heads
This Division

1. The field is hereby informed of the conduct of Document Analysis, Observation and Discussion (D-O-D) to the categorized better, best and recognized School Based Management (SBM) Level 3 schools as stipulated in the SBM Manual, "Lagda sa Kadumalahan".
2. The Division SBM (D-O-D) Assessment Team is composed of the following:

| | |
|-----------------------------------|---|
| SGOD Chief | Elizabeth S. Larase |
| Div. SBM Coordinator | Lea S. Sarvida |
| Div. Planning Officer | Paul P. Ajos |
| SEPS M and E | Jennifer R. Jovita |
| Educ. Program Supervisor (CID) | Dr. Noemi D. Lim/ Dr. Marino D. Pamogas |
| PSDS of the schools to be visited | |

3. Below is the list of the schools and the schedule of visit, to wit:

a. Recognized SBM Level 3 Schools for Surveillance

| District | Level | School | Schedule of visit |
|----------|------------|---------------------------|-----------------------------|
| II | Elementary | Surigao City Pilot School | March 5, 2021 8:00-11:00 am |
| III | Secondary | Caraga Reg School | March 5, 2021 1:00-5:00 pm |

b. Categorized Best Schools (based on Performance Indicators)

| District | Level | School | Schedule of Visit |
|----------|------------|--------------------|------------------------------|
| IV | Elementary | Special Science ES | March 19, 2021 1:00-5:00 pm |
| IX | Secondary | Roxas Elem. School | March 26, 2021 8:00-11:00 am |
| II | Secondary | Zaragoza NHS | April 9, 2021 8:00-11:00 am |
| V | Secondary | Nonoc NHS | April 2, 2021 8:00-11:00 am |
| VIII | Secondary | Surigao City NHS | March 19, 2021 8:00-11:00 am |

c. The categorized better schools below will be visited for D-O-D by the District SBM Assessment Team, to wit:

| District | Level | School | School Head |
|----------|------------|-------------------------|--------------------------|
| I | Elementary | Mariano Espina MCES | Arlene S. Bouquilon, PhD |
| | | Day-asan Elem. School | Gerlie G. Gipala, EdD |
| | | V. Cabilao Elem. School | Lovelyn A. Lesaca, EdD |
| | | San Isidro Elem. School | Judelia M. Ausa |
| II | Secondary | San Jose National HS | Maria Ruth E. Edradan |
| | | Lipata National HS | Josephine S. Plaza |
| III | Elementary | Surigao West CES | Dailita P. Sulima |
| | | Alegria Elem. School | Jesel D. Gorgod |
| | | Baybay Elem. School | Aleamar D. Pestola |
| | | Bilabid Primary School | Jesel D. Gorgod |
| IV | Elementary | Alegria National HS | Jimmyl Ann G. Asis |
| | | CV Diez MEMCES | Richard B. Antallan, PhD |
| | | JR Clavero MES | Melanie B. Juaton |
| V | Secondary | San Roque Elem. Sch. | Marilyn E. Gillo |
| | | Cantiasay NHS | Geovanni G. Dela Cruz |
| | | Marinez Elem. School | Mercy Grace O. Basas |
| VI | Elementary | Talisay Elem. School | Delight H. Maique |
| | | Capalayan NHS | Valeria C. Eder |
| | | Talisay NHS | Rufina M. Creencia |
| | | B. Vasquez CES | Lucelle A. Quezada |
| VII | Elementary | Mabua Elem. School | Janebeth M. Paredes |
| | | Catadman ES | Consheie C. Castiio |
| | | Tomas Florya Eder | Josephine V. Estoque |
| | | Ipil Elem. School | Luciana S. Borja |
| | | Ipil Nat'l High School | Myrna Y. Gijapon |
| | | Rizal Nat'l High School | Rogely P. Armada |
| | | Alang-Alang ES | Josepina U Llesis |
| VIII | Elementary | Anomar Elem. School | Amie E. Sanglitan |
| | | Bonifacio Elem. School | Jocylene O. Reyna |
| | | Emerico Borja ES | Juris J. Erno |
| | | Quezon Elem. School | Maricar T. Lisondra |
| | | Sukailang Elem. School | Cornelius P. Sajulga |
| | | Cabrera-Altres NHS | Hermitte Lerog |
| | | Anomar NHS | Flordeliz F. Javillor |
| VIII | Elementary | Juan P. Cedro MNHS | Gina E. Borja |
| | | Sarvida Yuipco ES | Alecia P. Adlao |

| | | | |
|----|------------|-------------------------|---------------------|
| IX | Elementary | Canlanipa Central ES | Donald T. Arquiza |
| | Secondary | Libuac NHS | Leenaida Generan |
| X | Elementary | Mat-I Central Elem. Sch | Rowena R. Ebero |
| | | Tugonan Elem. School | Graziella G. Anasco |
| | Secondary | Manjagao NHS | Edwin E. Gibertas |

4. District Supervisors will submit this office Report on the result of their D-O-D Assessment and recommend the schools to be visited by the SBM Assessment Team not later than April 16, 2021.
5. This memorandum serves as travel order of the above mentioned Division SBM Assessment Team.
6. Immediate and wide dissemination of this memorandum is advised.


 KAREN L. GALANIDA, PhD, CESO V
 Schools Division Superintendent

Reference: Regional Memorandum No. 24, s.2021

Regional Memorandum No. 25, s. 2021

To be indicated in the Perpetual Index under the following subjects:
 School-Based Management