



Republic of the Philippines
Department of Education
Region V- Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



Office of the Schools Division Superintendent

61826300

June 18, 2026

DIVISION MEMORANDUM

No. **0210** s. 2026

**EMPOWERING SCHOOL LEADERSHIP:
SBM ADVANCEMENT AND SGC STRENGTHENING**

To: Asst. Schools Division Superintendent
Chief Education Supervisors, SGOD & CID
Public Elementary and Secondary School Heads
All Others Concerned

1. In support to the implementation of the **School-Based Management (SBM)** and to strengthen the **School Governance Council** in the schools, this Office will conduct Division Learning and Development on **Empowering School Leadership: SBM Advancement and SGC Strengthening** on **August 26, 2026** in a venue to be announced in a separate memorandum.
2. The participants in this activity are the Chief Education Supervisors, 10 Public Schools District Supervisors, 11 Education Program Supervisors, 4 SEPSs and 6 TWC and 67 elementary and secondary school heads.
3. To serve as a benchmarking activity of the school heads in SBM and SGC implementation, the following school heads-presenters and reactors are hereby chosen to impart their school best and promising practices, to wit:

District	Presenter	Reactor
East District		
LCNTVHS	Marjorie Plazo, PII	Jocelyn P. Navera, EPS
Ligao East CS	Eric L. Gangawan, PIV	Jojim B. Cordova, EPS
West District		
Tula-Tula ES (G)	Cherietta Bismonte, PI	Alex M. Alano, PSDS
DPPMHS	Iris R. Paz, PI	Leo S. Moral, EPS
South District		
Palapas NHS	Cynthia B. Llacer, PII	Leopoldo C. Brizuela Jr., EPS
Paulba ES	Melyn M. Orbase, PII	Jose R. Nobela, EPS



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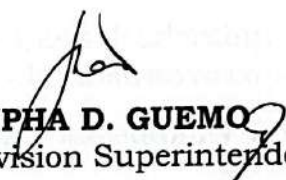
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4. Enclosed in this Memorandum are the following documents:

- Enclosure No. 1 : Suggested measures of schools with best practices
- Enclosure No. 2 : Presentation format
- Enclosure No. 3 : Timetable of Activities
- Enclosure No. 4 : SBM Reaction Format

5. Meals and other expenses relative to the conduct of the activity shall be charged against the HRTD Current Fund subject to the usual accounting and auditing rules and regulations.

6. For information and guidance.


NYMPHA D. GUOMO
Schools Division Superintendent

SGOD/ SMME/ SBM-SGC/ ppg/ acq
06/18/26



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Enclosure No. 1 : Empowering School Leadership: SBM Advancement and SGC Strengthening

SUGGESTED MEASURES OF SCHOOLS WITH BEST PRACTICES

- 1. Student and school performance** - assess schools based on academic achievements, such as achievement rates, graduation rates student progression, and other Key performance indicators.
- 2. Teacher Quality** - consider the qualifications and experience of teachers, as well as commitment to professional development.
- 3. Parent and Community Involvement** - evaluate the level of engagement from parents and the local community in school activities and decision-making.
- 4. Leadership** - look at the effectiveness of the school's leadership team including principals' leadership skills and the school's administrative capacity.
- 5. Financial Management** - assess the school's financial stability and its ability to manage resources effectively.
- 6. Infrastructure and facilities** - consider the condition of the school buildings, classrooms, and other facilities that can impact the learning environment.
- 7. Equity and inclusivity** - ensure that the school is committed to providing equal educational opportunities for all students, regardless of their background or abilities.
- 8. Community needs** - assess how well the school addresses the specific needs and priorities of the local community.
- 9. Innovation and improvement** - look for schools that demonstrate a commitment to innovation and a willingness to continuously improve their practices.
- 10. Accountability and Transparency** - evaluate the school's transparency in reporting data and its willingness to be held accountable for its performance.
- 11. Sustainability and Impact of Programs, Projects, and Activity** - the ability of a program, project, or activity to continue functioning and delivering its intended benefits over the long term and considers the capacity to adapt and respond to changing circumstances and needs.
- 12. Impact** - involves measuring and evaluating the changes or results achieved.



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Enclosure No. 2 : Empowering School Leadership: SBM Advancement and SGC Strengthening

FORMAT OF THE PRESENTATION

1. BACKGROUND /PROFILE OF THE SCHOOL

a. Introduction

School name and brief historical background.

- A concrete statement about the school's commitment to excellence in education.

b. School Demographics

- Overview of the student body, including the total number of students and any unique characteristics of the student population.

c. Facilities and Resources

- Description of the school's physical facilities and special resources or technology available to support education.

d. Accreditations and Recognitions

- Notable achievements or recognitions related to education.

e. Teaching and administrative staff

- Total number of teachers

Mention of any professional development for teachers

- A summary of the school's strengths and unique qualities

2. SITUATION

a. School's Situation

- Briefly describe the current state of the school and highlight any challenges, urgent issues, or opportunities that the school is facing.

b. Rationale for Best Practices

- Explain why the best practices being presented were chosen.
- Show how these practices address specific challenges or capitalize on opportunities.

3. ACTION STEPS

a. Introduction to action steps

Provide an overview of the specific best practices.

- Outline the actions and steps taken to implement these practices.



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b. Challenges and Solutions

- Acknowledge any challenges or obstacles encountered during implementation
- Share the strategies or solutions used to overcome these challenges.

4. IMPACT/ RESULTS

- Present data or evidence showcasing the impact of best practices on student outcomes, school culture, or relevant areas.
- Highlight any success stories or improvements observed.

5. TESTIMONIES

- Briefly summarize the success story of the project implemented including either real pieces of evidence, demonstrative evidence, documentary pieces of evidence or witness evidence.

6. FUTURE PLANS AND SUSTAINABILITY

- Discuss the school's plans for sustaining and building upon these best practices.
- Mention any plans related to the practices.

7. WRAP UP/ACKNOWLEDGEMENT

- Summarize key points.
- Express gratitude/acknowledgement
- Highlight collaborative efforts
- Recognize students, staff, and stakeholder's contributions
- Commitment to continuous improvement.



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Enclosure 3: Empowering School Leadership: SBM Advancement and SGC Strengthening

TIMETABLE OF ACTIVITIES FOR THE SBM PRESENTERS

ACTIVITIES	DATE
1. SBM Video Planning	June 18, 2026 – June 26, 2026
2. SBM Video Preparation	June 29, 2026 – August 3, 2026
3. SBM Meeting with the School Heads/Presenters	August 2, 2026- 2 p.m. @ SDO Lobby
4 Submission of the Video Presentation	August 6-10, 2026



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Enclosure 4: Empowering School Leadership: SBM Advancement And SGC Strengthening

PRESENTATION REACTOR TEMPLATE

1. Opening Remarks

"Good morning/afternoon everyone. I'd like to commend the presenter for a well-prepared and insightful presentation on your School-Based Management implementation. It's inspiring to see the dedication and collaboration among stakeholders.".....

2. Summary of Key Points

3. Commendations

4. Constructive Feedback

5. Recommendations

6. Closing Remarks

"Overall, your SBM journey reflects a strong commitment to inclusive and responsive education. Keep up the great work, and I look forward to seeing how your initiatives evolve and impact your learners and community.".....