DIVISION MEMORANDUM

NO 1355 2012

FY 2012 SCHOOL BASED MANAGEMENT (SBM) GRANTS

TO: Assistant Schools Division Superintendent
     Education Program Supervisors
     Division Coordinators
     Public Schools District Supervisors
     Heads, Public Elementary and Secondary Schools
     All Other Concerned

1. Pursuant to DepEd Order No. 69, s. 2012; Multi-year Guidelines for School Based Management (SBM) Grants, to ensure proper implementation and utilization the following activities and hereby announced for information of the concerned personnel:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Participants</th>
<th>Venue</th>
<th>Date</th>
</tr>
</thead>
</table>
| 1. Orientation conference on the guidelines of FY 2012 SBM Grant and preparation of project proposal. Review of the Annual Improvement Plan (AIP) | ASDS-SBM Focal Person  
SBM Coordinator  
Division Supervisors  
Coordinators of the assigned districts  
PSDS, School Heads of the Prioritized Division Accountant  
| BATCH I (ELEMENTARY)  
- Cabusao - 4  
- Manalabac - 4  
- Lupi - 9  
- Pamplona - 8  
- Milao-Gainza - 14  
- Lib. South - 4  
- Del Gallego - 10  
TOTAL : 53 |                                                            |                    |            |
| BATCH II  
- Magarao-Bombon - 11  
- Canaman - 18  
- Camaligan - 6  
- Balatan - 9  
- San Fernando - 5  
TOTAL: 49 | San Fernando Central School                                                | October 16, 2012   | 212        |
<table>
<thead>
<tr>
<th>BATCH III</th>
<th>San Jose Central School</th>
<th>October 17, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Caramoan – 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• San Jose – 14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Parubacan – 14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Garchitorea 17</td>
<td></td>
<td></td>
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<tr>
<td><strong>TOTAL: 55</strong></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BATCH VI</th>
<th>Ocampo Central School</th>
<th>October 18, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Siruma – 13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sagñaay – 14</td>
<td></td>
<td></td>
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<tr>
<td>• Tigaon – 11</td>
<td></td>
<td></td>
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<tr>
<td>• Ocampo – 14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Bula – 5</td>
<td></td>
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<tr>
<td><strong>TOTAL: 57</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>BATCH V (SECONDARY)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Bato – 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Cabusao – 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Canaman – 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Del Gallego – 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Garchitorea – 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Lupi – 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Magaro-bombon – 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Milaor-Gainza – 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Pamplona – 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Presentation – 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sagñaay – 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• San Fernando – 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• San Jose – 3</td>
<td></td>
<td></td>
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<tr>
<td>• Siruma – 4</td>
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<tr>
<td>• Tigaon – 4</td>
<td></td>
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<tr>
<td>• Tinambac – 2</td>
<td></td>
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<tr>
<td>• Nabua – 1</td>
<td></td>
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<tr>
<td>• Balatan – 5</td>
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<tr>
<th>2. Submission of reviewed Project Proposals/AIP</th>
<th>School Head Concerned Delia M. Lagarde Sueño S. Luzada EPS/Division Coordinator of the District</th>
<th>Promotional Office</th>
<th>October 22-26, 2012</th>
</tr>
</thead>
</table>

|-----------------------------------------------------------|-----------------------------------|-------------------|-------------------|

<table>
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<tr>
<th>4. Request of funds/Preparation/Release of Checks</th>
<th>Accounting Personnel Mrs. Sonia Lasala Melissa Filizardo Cashier Personnel</th>
<th>Accounting office Cashier Office</th>
<th>November 2012</th>
</tr>
</thead>
</table>

<p>| 5. Procurement of materials per approved project proposal| School Heads Concerned School BAC | Respective schools Supplies establishment | 1st - 2nd week of December |</p>
<table>
<thead>
<tr>
<th>Batch</th>
<th>Schools/Localities</th>
<th>School</th>
<th>Date</th>
</tr>
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<tr>
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<td>San Jose Central School</td>
<td>October 17, 2012</td>
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<td>Respective schools Supplies establishment</td>
<td>1st – 2nd week of December</td>
</tr>
</tbody>
</table>
2. School Heads are advised to bring their SIP and AIP.

3. Expenses of foods, handouts, supplies and materials and travel expenses of the Division Supervisors, Division Coordinators, Public Schools District Supervisor and Support Personnels, shall be charged against SBM Support Funds. Travel expenses of the School Heads shall be charged against school funds subject to usual accounting and auditing rules and regulations.

4. Immediate dissemination of the Memorandum is highly desired.

References:

DepEd Order No. 55, s. 2011
DepEd Order No. 69, s. 2012
To be indicated in the Perpetual Index
Under the following subject
Funds
Programs

Prepared by:

DELIA M. LAGARDE
SBM Coordinator (ELEM)

SUEÑO S. LUZADA, JR.
SBM Coordinator (SEC.)

APPROVED:

GILBERT T. SADSAAD
Schools Division Superintendent