



Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley  
Schools Division of Nueva Vizcaya

12 November 2021

DIVISION MEMORANDUM

No. 421, s. 2021

**TECHNICAL ASSISTANCE IN SCHOOL-BASED MANAGEMENT (SBM)  
PRACTICES COFFEE-TABLE MAKING CUM  
SEARCH FOR THE BEST SBM PRACTICES COFFEE TABLE**

To: Office of the Assistant Schools Division Superintendent  
School Governance and Operations Division Chief  
Curriculum Implementation Division Chief  
Public Schools District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads  
SDO EXECOM Members  
All others concerned

1. Cognizant of the provisions of DO. 83, s. 2012 regarding the implementation of programs, activities and projects to establish practices along the 4 SBM-ACCESS Principles, this SDO will conduct a **Virtual Technical Assistance in Developing SBM Coffee Table Book** using the gmeet link: [meet.google.com/tjy-ejfh-ohz](https://meet.google.com/tjy-ejfh-ohz).
2. The expected participants are the **School Head, SBM Coordinator and ICT Coordinator of elementary and secondary schools certified at Level 2 and Level 3 Practices by the SDO SBM Team** on the following schedule:

**Northern District – November 18, 2021, 9:00AM**  
**Southern District – November 19, 2021, 9:00AM**

3. The activity aims to provide guide SBM Practitioners showcase and properly document the effective and best practices in school through coffee table making. The best practices are the sustained and replicated interventions or initiatives that had a notable impact in improving the school performance hence are showcased and remarkably documented for sustainability, replication and for benchmarking.
4. Subsequently, all participants especially the SBM Level 3 Practitioners are requested to submit **SBM Coffee Table Book** highlighting the best practices established in school until **November 29, 2021**. The Top Five Best Coffee Table Book and 3 Special Awards: *Coffee Table Best Content, Coffee Table Book Best Layout and Most Innovative Coffee Table Book* will be awarded virtually on December 7, 2021.



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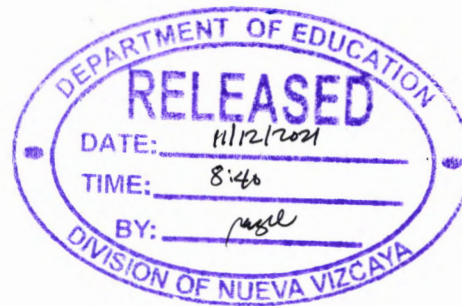




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5. The meals of the SDO Management Committee, plaques, certificates and other related expenses shall be charged against the HRTD Funds subject to usual accounting guidelines, rules and regulations.
6. For information, guidance and compliance.

  
**RACHEL R. LLANA, PhD., CESO VI**  
Officer In-Charge  
Office of the Schools Division Superintendent



Encl.:  
As stated

References:  
DO 83., s. 2012



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