



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
Capitol Area, Dumaguete City

**MEMORANDUM**

**TO :** Public Schools District Supervisor/ In- Charge  
School Heads  
SBM Coordinators

**SUBJECT :** **SBM GRANT FY 2014: SUBMISSION OF CASH DISBURSEMENT REGISTER(CDR), SBM TASK FORCE LIST, ANNEX 9 OF DEPED ORDER NO.45, S.2015 & POWERPOINT PRESENTATION OF SBM IMPLEMENTED PROJECTS**

**DATE :** February 3, 2016

1. You are hereby directed to submit the soft copy of the following documents on or before February 5, 2016 at [negor.mandac@gmail.com](mailto:negor.mandac@gmail.com) :
  - a. Scanned Copy of the Cash Disbursement Register duly signed by the Accounting Officer
  - b. List of the School's Official School Based Management (SBM) Task Force:

SBM TASK FORCE	
CHAIRMAN:	
SBM COORDINATOR:	
Bids and Awards Committee (BAC)	
Chairman: (School Personnel)	Members:
	(2) School Personnel
	(2) PTA/ SGC Official
Inspectorate Committee	
Chairman: (School Personnel/ PTA Official)	Members:
	(1) School Personnel
	(1) PTA Official
Project Team	
Chairman: (School Personnel/ PTA Official )	Members:
	(2) School Personnel

Note: For schools with less than five (5) permanent employees, schools may create a Cluster Schools BAC.

- c. Powerpoint Presentation of the SBM Implemented Projects including all photos of end-users, attendance sheet, proof of receipt of the supplies given, etc.

04 FEB 2016



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2. Moreover, please accomplish attached form SBM 2014- ANNEX 9 of DepEd Order No. 45, Series of 2015 also known as Guidelines for School Based Management (SBM) Grants for Fiscal Year (FY) 2014. And submit a scanned copy duly signed by the persons concerned (School Principal and District Supervisor for Head of Office/ Organization).
  
  3. For your information and guidance.

**LELANIE T. CABRERA, CESE**  
Asst. Schools Division Superintendent  
2/03/16 Officer In- Charge

LTC/rbp/dcfa/rcee

**ACCOMPLISHMENT REPORT TEMPLATE**  
for Regions, Divisions, and Schools

Implementing Office: \_\_\_\_\_

Activities	Objectives	Unit of Measure/ Performance Indicator	Physical Accomplishment		Financial Accomplishment			Amount Liquidated	Date of Liquidation	Key Persons Involved	Remarks
			Target	Actual	Expenditure Items	Estimated Cost	Actual Costs Incurred				

Prepared by:

Certified Correct:

\_\_\_\_\_  
Name & Signature; Designation

\_\_\_\_\_  
Head of Office/Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date