



January 5, 2018

REGIONAL MEMORANDUM
 No. 008, s. 2018

**GUIDELINES IN THE ASSESSMENT OF SCHOOL-BASED MANAGEMENT (SBM)
 LEVEL OF PRACTICE**

To: Schools Division Superintendents
 This Region

1. To further strengthen the School-Based Management (SBM) practice and re-emphasize the centrality of the learners and the involvement of relevant community basic education service delivery, the Department of Education (DepEd) embarked on revisiting the SBM framework, assessment process and tool to improve on already recognized successful SBM practices across the regions and divisions.
2. As we embark on the full revitalization of SBM in the region, the field is hereby informed of the conduct of the Assessment of School-Based Management (SBM) Level of Practice.
3. This activity aims to:
 - a. determine the level of the SBM practice of the school;
 - b. provide the school a sound basis on which to establish its plan of action;
 - c. improve the SBM support systems through interventions that the school and other administrative levels of the Department may introduce;
 - d. determine the effectiveness of SBM practices in the delivery of basic education services; and
 - e. recognize and award the schools with Level 3 SBM Practices at the Regional Level.

4. The following schedule shall be observed:

1. School Level/District Assessment	January – March 2018	School/District SBM Team
2. Division Level Validation	April-June 2018	Division SBM Coordinating Team
3. Regional Level Validation	July-September 2018	Regional SBM Coordinating Team
4. Deliberation of results	October 2018	Regional SBM Coordinating Team
5. Awarding Ceremonies	November-December 2018	

5. Incentives for Level 3 schools shall be but not limited to the following:
 - a. Plaque of Recognition and School Marker;
 - b. Each teacher and school head shall be accorded with Certificate of Commendation;
 - c. Promotion of teachers and school heads;
 - d. Priority in the selection of scholars and outstanding employees;
 - e. Benchmarking to other Level 3 schools outside the region;

- f. Priority for monetary grants from DepEd and other sponsors;
- g. Other non-monetary awards

6. All schools shall submit their Level of SBM Practices to the Division Office on or before March 30, 2018. Division SBM Coordinators are required to submit the results of the validation using the template attached in excel to ftadcaraga@gmail.com on or before June 29, 2018.

7. As provided in DepEd Order No. 44, s. 2016, all **Leader Schools** who successfully implemented school-to-school partnerships shall be given a rating of 2 for all indicators under the **Principle on Leadership and Governance** unless so provided by the MOVs, a rating of 3 may be given.

8. Awarding Ceremonies shall be done on November 15-16, 2018 together with awarding of winners for Best School-to-School Implementers at the venue to be announced later. To celebrate this achievement, re-awarding shall be held at the recognized Level 3 schools to ensure maximum participation of the stakeholders. The re-awarding ceremony will be facilitated by the SDOs in coordination with the school which will be attended by representatives from the Regional Office.

9. The E-Tools developed (the soft copy was already given to the SBM Coordinators during the meeting held last November 23, 2017) by Mr. Jay Ronald Becina shall be used in the computation of the Performance Indicators (Step 1).

10. As way of empowering the Schools Division Offices, any innovations relevant, appropriate and in accordance to DepEd Order 83, s. 2017 will be allowed; however, the Regional Office shall be informed in advance.

11. Schools on Level III of SBM practice are endorsed by the Regional Office for PASBE accreditation. Upon receipt of its application, the NAB (National Accreditation Board) sends one or two of its representatives to the applicant school to verify the information in its information sheet. On the basis of the report on the preliminary visit, the NAB acts on the application.

12. As way of contextualizing, all schools regardless of their level in Step 1, shall still be entitled of the conduct of Document Analysis, Observation and Discussion (DOD).

13. For information and guidance.


BEATRIZ G. TORNO, PhD, CESO IV
OIC-Regional Director

References: DepEd Order No. 83, s. 2012

TO BE INCLUDED IN THE FOLLOWING:
SBM ASSESSMENT

ftad03/apm

Status Report of Schools' **SBM Level of Practice**

Division: _____

Name of Division SBM Coordinator: _____

Contact Number: _____

District	School	School Head	Contact Number	SBM Level	Distance from the District Office	Mode of Transportation

Prepared by: _____
Division SBM Coordinator

Noted by: _____
Schools Division Superintendent

Note: Please have a separate report for elementary and secondary schools.
Please highlight the Level 3 schools