



Republic of the Philippines
Department of Education
 Caraga Administrative Region
 J.P Rosales Avenue, Butuan City



January 28, 2018

REGIONAL MEMORANDUM
 No. 025 s. 2018



**GUIDELINES ON THE USE OF E-TOOL IN ASSESSING SCHOOL-BASED
 MANAGEMENT (SBM) LEVEL OF PRACTICE**

To: Schools Division Superintendents
 This Region

1. Paragraph 9 of Regional Memorandum No. 008, 2018 re *Guidelines in the Assessment of School-Based Management (SBM) Level of Practice* provides that the E-Tool developed by Mr. Jay Ronald Becina shall be used in the computation of the Performance Indicators (Step 1).

2. Anent to this, the field is hereby enjoined to observe the following guidelines for a successful and meaningful assessment:

2.1 Encode the basic data/profile of the school in the **Main Page** (colored yellow) at the bottom

2.2 Click **Validation Form** (colored blue-green) to enter the data required for the assessment

2.3 On Access (Enrolment for SY 2015-2016, SY 2016-2017 & SY 2017-2018)

2.3.1 Use Option 1 for an increasing enrolment

2.3.2 Use Option 2 for a decreasing or fluctuating enrolment. However, it has to be supported by Community Mapping of all school-aged children over those who actually enrolled in any school (private or public)

2.4 On Efficiency (Data should be in three years)

2.4.1 Drop-out Rate – (SY 2013-2014, SY 2014-2015, SY 2015-2016)

2.4.2 Completion Rate - (SY 2014-2015, SY 2015-2016, & SY 2016-2017)

2.4.3 Cohort Survival Rate - (SY 2014-2015, SY 2015-2016, & SY 2016-2017)

2.4.4 Customize the School Year based on latest available data found in the E-BEIS

2.5 On Quality ((SY 2014-2015, SY 2015-2016, & SY 2016-2017)

2.5.1 In lieu of the National Achievement Test MPS, the Average MPS of the Quarterly Exams shall be used; that is, add the MPS for the four quarters of all the sections across grade levels and divide by four to get the average MPS for the School Year.

2.5.2 In 2018 assessment, baseline MPS shall be 67% but will be adjusted to a higher baseline in the succeeding years.

2.5.3 Use Option 1 to get the average percentage of increase

2.5.4 Use Option 2 to get the average MPS

3. All Level 3 schools as identified by the Schools Division Offices will be validated by the Regional Team upon submission of **Request for Validation** specifying the date of the visit. The Regional SBM Coordinating Team shall finalize and issue a memorandum of the schedule of the visit.

4. Access the Final SBM Assessment Tool @
https://drive.google.com/drive/u/0/folders/1tI0RjW-FC0rEz22ftEubCEu_fMplgnxW

5. For information and guidance.


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References: As stated

To be included in the perpetual index under
Assessment SBM Guidelines

FTAD03/apm