



January 3, 2020


REGIONAL MEMORANDUM

No. 011 s. 2020

VALIDATION OF SCHOOL-BASED MANAGEMENT (SBM) LEVEL OF PRACTICE FOR CY 2020

TO: Schools Division Superintendents
This Region

1. To strengthen the implementation of School-Based Management (SBM) in schools throughout the region, the field is hereby informed that the validation of practices and Document Analysis, Observation and Discussion (DOD) shall be conducted within February to September, 2020.
2. Each SDO is enjoined to observe the following:
 - a. Any school which is ready for validation may be visited anytime.
 - b. A minimum of three (3) schools duly validated by the Division SBM Coordinating Team practicing the **Advanced Level** may apply for Regional Validation by submitting the following
 - 1) Letter of Intent (LOI) duly endorsed by Schools Division Superintendent; and
 - 2) Filled-up SBM Validation e-Tool with a minimum rating of 2.50 in the KPIs.
 - c. Upon receipt at the Regional Office c/o Field Technical Assistance Division (FTAD), a schedule of the visit shall be set without jeopardizing the prior schedules and activities of both RO and SDO. A memorandum shall be sent to the field for this purpose.
 - d. The SDO may send more than one invitation provided that the schools are ready for the visit.
 - e. Once the LOI is received at the Regional Office, it is expected that the schools are ready for validation any time; thus no extension shall be asked from the RO.
3. This year, the Division SBM Coordinators will form part of the Regional SBM Validators who shall be assigned outside their SDOs.
4. To prepare and to have a level-off, a capacity building shall be called for which shall be attended by the Regional SBM Coordinating Team and Division SBM Coordinators. A separate memorandum shall be sent for this purpose.
5. For information and guidance.


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OIC-Regional Director

FTAD03/apm
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