



Republic of the Philippines
Department of Education
CARAGA REGION

April 1, 2020

REGIONAL MEMORANDUM
No. 179, s. 2020



To: Schools Division Superintendents
This Region

**GUIDELINES IN THE CONDUCT OF DOCUMENT ANALYSIS, OBSERVATION
AND DISCUSSION (DOD) AND VALIDATION OF SCHOOL-BASED
MANAGEMENT PRACTICES FOR CY 2020**

1. In line with the conduct of Document Analysis, Observation and Discussion (DOD) and Validation of SBM Practices, the field is hereby requested to observe the following guidelines:

- a. Only schools with a rating of not less than 2.50 in the Key Performance Indicators duly verified by the Division Planning Officer can be recommended by the Schools Division Superintendent for validation by the Regional SBM Coordinating Team.
- b. Each school through the Division SBM Coordinator should use the same tool by downloading the SBM Validation e-Tool @ <http://tinyurl.com/sbm-tool> or ask a copy through email at ftad_caraga@deped.gov.ph. This tool was also shared to the Division SBM Coordinators through FB.
- c. Division SBM Coordinators are enjoined to properly review the data as well as the preparedness of the schools including but not limited to accuracy and veracity of the data, availability of the documents, advanced level of SBM Practices, and physical aspect of the school.
- d. Documents should satisfy the Principle on Relevance, Accuracy, Currency, Consistency and Sufficiency (RACCS)
- e. SBM Room is not a priority except for schools with extra classrooms; thus, documents may be gathered and placed in the office. During the validation proper, these documents may be brought to a spacious place e.g. library, laboratory room of classroom.
- f. It is expected that schools applying for validation are ready to be visited any time. Therefore, School SBM Coordinating Team shall prepare the needed documents and the documented practices ahead of time.
- g. The validation of SBM Practices will cover the three School Years (SY 2017-2018, SY 2018-2019 and SY 2019-2020)
- h. Current KPIs which cannot be retrieved at EBEIS like Dropout Rate, the data for SY 2016-2017 may be used. However, the school may opt to compute their Dropout Rate in coordination with the Division Planning Officer should they use the current data.
- i. SDOs can submit a minimum of three (3) schools every time a request for validation is submitted to the Regional Office to maximize the time of the visit.



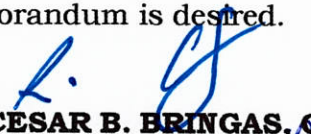

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2020-04-4450

Document Control No:
DepEdRO13-REC-013/R3/02-18-2020

2. It is also reiterated that no lavish preparation should be made. Only key personnel and significant stakeholders are required to join the validation process
3. No gift policy should be observed.
4. Immediate and wide dissemination of this memorandum is desired.


FRANCIS CESAR B. BRINGAS, CESO IV
Director III
Officer In-Charge 
Office of the Regional Director

Encls.: NONE
Reference: NONE
To be indicated in the Perpetual Index
under the following subjects:
SBM VALIDATION

FTAD/apm
04/1/2020