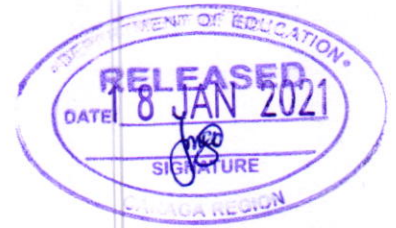




Republic of the Philippines
Department of Education
CARAGA REGION



January 18, 2021

REGIONAL MEMORANDUM

No. 025, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
DIVISION SBM COORDINATORS
This Region

**SURVEILLANCE TO SCHOOL-BASED MANAGEMENT (SBM) LEVEL 3
RECOGNIZED SCHOOLS IN THE REGION**

1. The field is hereby informed of the conduct of the surveillance to schools which are recognized by the Regional Office as SBM Level 3 Implementers beginning March 15, 2021.
2. Division SBM Coordinators and Division Planning Officers are requested to properly review the Key Performance Indicators (KPIs) and make sure that only those with a minimum rating of 2.50 shall be recommended for the visit.
3. Soft copy of the list of the qualified schools duly endorsed by the Schools Division Superintendent shall be forwarded to ftad_caraga@deped.gov.ph on or before February 26, 2021.
4. Since we are affected by the pandemic, the following adjustments shall be observed:
 - a. On Access
Enrollment – SY 2018-2019, SY 2019-2020, & SY 2020-2021
Dropout - SY 2017-2018, SY 2018-2019, & SY 2019-2020
 - b. On Quality
Cohort Survival, Completion and MPS
SY 2017-2018, SY 2018-2019, & SY 2019-2020
5. The surveillance may either be in face-to-face or virtual modality depending on the situation and the established protocol of the Local Government Units (LGUs).
6. When face-to-face surveillance is conducted, the following should be observed:
 - a. During the re-visit only key personnel will be invited such as the representatives of the LGU, faculty club, SPG/SSG, PTA, alumni, NGO, and chairpersons of the different SBM Principles or at a maximum of 15 persons inclusive of the four (4) members of the regional validating team.



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- b. Adherence to proper physical distancing, wearing of face masks, and provision of hand sanitizers.
- c. Strictly no lavish preparations on food, decoration, welcome activities, etc.
7. When the surveillance is virtually conducted, the following must be observed:
- 7.1 At the school level, the principal together with his/her team shall do the following:
- Assign stakeholders especially those who have access to internet to the four (4) principles with a teacher as chairperson.
 - Orient the stakeholders on what will happen during the validation.
 - Prepare the documents. Save in a google drive by principle for easy presentation. Link shall be forwarded to the Regional SBM Coordinator.
 - In-charge of the different principles shall be situated in separate places to maintain physical distancing.
 - On the day of the validation, each team shall have different meeting link (google meet/zoom/etc.) which will be provided by the Regional SBM Coordinator.
 - Each team shall prepare a 5-minute video highlighting the relevant and significant accomplishment pertaining to the assigned principle. It shall capture before and after scenarios.
 - The chairperson of the principle shall be responsible in presenting the documents. A documenter shall be assigned to take note of the proceedings.
 - Questions may be asked by the validator during the Document Analysis Observation and Discussion (DOD) Process.
8. For proper guidance and compliance.


FRANCIS CESAR B. BRINGAS, CESO V
Regional Director

Encls.:
Reference:
To be indicated in the Perpetual Index
under the following subjects:
SBM SURVEILLANCE

FTA/apm
01/18/2021