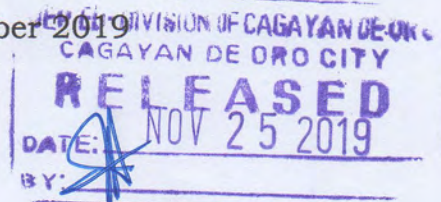


Department of Education
Region X- NORTHERN MINDANAO
DIVISION OF CAGAYAN DE ORO CITY
Fr. William F. Masterson, SJ Avenue,
KM5, Upper Balulang, Cagayan de Oro City



15 November 2019

DIVISION MEMORANDUM
NO. 947 s. 2019



ADDITIONAL GUIDELINES TO THE DIVISION VALIDATION OF SCHOOL-BASED MANAGEMENT (SBM) LEVEL OF PRACTICES FOR C.Y. 2019

**TO: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Senior Education Program Specialists, EPS II
Elementary and Secondary School Administrators
Public Schools
This Division**

1. All concerned SBM Division Validation Team leaders and members are hereby informed of the following guidelines in the conduct of the Division Validation of School-Based Management (SBM) level of practice to wit:
 - a. The assessment process and tool as contained in D.O. 83, s. 2019 entitled Implementing Guidelines on the Revised School-Based (SBM) Framework, Assessment Process and Tool (APAT) shall be used during the division validation. Please see enclosure 1 for the said reference. The assessment tool in electronic format shall also be used to facilitate the computation of scores and ratings.
 - b. Should there be an issuance of new policy and implementing guidelines for School-Based Management, all public schools in the division shall immediately implement and adopt the new assessment tool.
 - c. For purposes of benchmarking, Gusa Regional Science High School and Kauswagan Central School may be visited provided prior arrangements shall be made and no classes and school operations shall be affected.

2. Below is the harmonized schedule of SBM Regional and Divisional activities for your guidance.

TARGET DATE	REGIONAL ACTIVITIES	DIVISIONAL ACTIVITIES
November 29, 2019	Awarding for the Regional Winners for CY 2019 SBM level of practice	
November 25 to December 3, 2019		Division Validation of SBM level of practice for CY 2020
December 2019 MANCOM		Recognition of SBM Regional winners
January 13-17, 2020		Consolidation and final review of the Division validation results by the Division SBM Management Team
January 27-31, 2020	Survey in Special Hardship Allowance; Baseline Study and Monitoring of Other Programs and Policies Implemented at the School Level	
March 2020	Stakeholders Engagement Workshop	1-Day SBM Summit (showcasing best practices, 2 schools per district)
April - May 2020	Submission of Applications for SBM Certification to the Regional Office	April 15, 2020 – submission of qualified schools for SBM certification to the Regional Office
June –September 2020	Conduct of SBM Assessment Validation	Monitoring of schools for Regional Assessment Validation
October 2020	Consolidation of Results	Retooling of School Heads, PSDS and EPS on current SBM policies and guidelines (tentative schedule)
November 2020	Year End Conference for SBM Coordinators Awarding of Certified Schools	
November to December 2020		Division Validation of SBM level of practice for CY 2021

3. Immediate dissemination and strict compliance to this Memorandum is desired.


CHERRY MAE L. LIMBACO
 Schools Division Superintendent