



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

March 09, 2022

DIVISION MEMORANDUM
NO. 81 s. 2022

**RESKILLING OF SCHOOL HEADS AND DIVISION VALIDATION TEAM
ON THE SCHOOL-BASED MANAGEMENT (SBM) GUIDELINES,
VALIDATION PROCESS AND TOOLS**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, Schools Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Division Program Coordinators
Concerned OSDS personnel
Senior Education Program Specialists
Education Program Specialists II
Project Development Officers
Public Elementary and Secondary School Administrators

1. To further strengthen the School-Based Management (SBM) practice of schools, all concerned public elementary and secondary school heads and division personnel are hereby directed to attend the reskilling of school heads and division validation team on the school-based management (SBM) guidelines, validation process and tools on **March 29, 2022** in a venue to be announced in a separate memorandum.
2. This activity aims to reorient the school heads and the division team on the assessment process and tools as contained in D.O. 83, s. 2019 entitled Implementing Guidelines on the Revised School-Based (SBM) Framework, Assessment Process and Tool (APAT) which shall be used during the division validation. Please see enclosure 1 for the said reference. A workshop shall also



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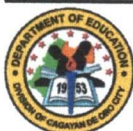
be conducted to familiarize the use of the electronic assessment tool to facilitate the computation of scores and ratings.

3. Program flow and list of the participants to this activity are indicated in Enclosure 1.
4. School heads are advised to download the SBM electronic assessment tools from <https://bit.ly/SBMValidationToolDownload> and conduct self-assessment of their respective schools. Each school is also advised to bring their own laptops and hard copies of the accomplished assessment tool to be used during the workshop.
5. 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.
6. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, sexual orientation, disability, religion and ethnicity.
7. Minimum health standards shall be observed during the whole duration of the activity. List of participants and program are indicated in Enclosure 1.
8. Below is the schedule of SBM Divisional and Regional activities for your guidance.

TARGET DATE	SBM DIVISIONAL AND REGIONAL ACTIVITIES
March 2022	Reskilling of school heads and division validation team on the school-based management (SBM) guidelines, validation process and tools
April – May 2022	District SBM Assessment and Validation
June 2022	Consolidation and final review of the district assessment results by the Division SBM Assessment Team
	1-Day SBM Summit (showcasing best practices)
	Submission of Applications for SBM Certification to the Regional Office
September – October 2022	SBM Level of Practice Validation by the Regional Team
December 2022	Awarding of schools with Division and Regional-certified SBM level of practice

9. Immediate dissemination and compliance to this memorandum is desired.


CHERRY MAE L. LIMBACO-REYES
 Schools Division Superintendent



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Enclosure 1

SBM Reskilling Participants

75-Elementary School Heads

52-Secondary School Heads

43-Division SBM Team members:

1-SDS

1-ASDS

1-CID Chief

9-PSDS

8-EPS, Program Coordinators

3-ALS EPS-II, Coordinator

1-SGOD Chief

1-SGOD EPS

3-SEPS

2-SGOD EPS-II

2-PDO I

1-PDO II

4-Medical officer, dentist, SBFP Coordinator

2-AO-V

2-Planning Officer, Planning personnel

2-Accountant, finance personnel

TOTAL = 170

Program Flow

AM	08:00 - 08:30	Preliminaries
	08:30 - 09:30	Revisit on policies and guidelines (DO 83 s. 2012)
	09:30 - 10:30	Assessment Process and Timelines
	10:30 - 12:00	Workshop on harmonized list of MOVs
PM	01:00 - 02:00	Presentation of Harmonized list of MOVs
	02:00 - 03:00	Electronic SBM Assessment Tool
	03:00 - 04:30	Presentation of Sample Results
	03:30 - 04:30	Open Forum
	04:30 - 05:00	Closing Program



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