



DIVISION MEMORANDUM

SGOD No. 04 s. 2019

**TO: OIC - Assistant Schools Division Superintendent
Chiefs, Curriculum Implementation and
School Governance and Operations Divisions
Education Program Supervisors
Elementary and Secondary School Administrators
This Division**

FROM: LEONARDO M. BALALA, CESE *llk*
Schools Division Superintendent

**SUBJECT: COMPOSITION OF THE DIVISION SCHOOL – BASED MANAGEMENT
(SBM) COORDINATING TEAM AND REITERATION OF THE
SUBMISSION OF THE SBM SELF – ASSESSMENT REPORT**

DATE: March 13, 2019

1. In reference to DepEd Order No. 83, s. 2012 (Implementing Guidelines on the Revised School – Based Management (SBM) Framework, Assessment Process and Tool (APAT) and in order to improve the efficiency of management systems and practices, this Office hereby constitutes the hereunder Division SBM Coordinating Team:

Name	Designation
Ivy p. Lamintao, P - II	Over – all Chairperson
Agnes G. Muyco, P – II	Member
Charlie G. Braga, P – II	Member
Rona L. Bred, P - II	Member
Ma. Teresita H. Escobia, P – I	Member

2. The Division SBM Coordinating Team shall perform the following duties and functions:

- 2.1. Ensure the conduct of schools' "Self – Assessment" of SBM practice;
- 2.2. Provide technical assistance such as coaching, mentoring, and other capacity – building activities to School Heads and Members of the School SBM Team, when necessary;

2.3. Conduct validation or rigorous analysis of evidence supporting the claim of schools with either Level 1 or Level II SBM practice (Team Validation);

2.4. Facilitate/Recommend for regional validation schools that claim either Level II or Level III of SBM level of practice;

2.5. Supervise accomplishment of Project Monitoring Report Form (Template is found in the School Improvement Plan);

2.6. Ensure that all schools in the assigned area of focus shall have conducted the Self – Assessment by April of every year and is therefore shall prepare a whole – year Schedule of SBM activities (Ghant Chart) for the approval of the undersigned.

3. The SGOD – School Management Monitoring and Evaluation Unit through SEPS Mohani A. Paguita and EPS Junaflor R. Sucaldito shall, as part of the Key Result Area (KRA) – Quality Management System and in coordination with the Division SBM Coordinating Team, prepare and submit report of findings of implementation of quality assurance process on:

3.1. School Planning;

3.2. School Based Management; and

3.3. Implementation of Programs and Projects as basis for continuous improvement.

4. Further, as an offshoot of the 1st Division Management Committee Meeting conducted on March 6, 2019 at Anak Mindanao Building, TPES Compound, City of Tacurong, the undersigned hereby reiterates the **submission of the result of the Self – Assessment of SBM practice of all schools using the Revised School – Based Management Assessment Tool on April 2019**. Please be guided that in view of the absence of the National Achievement Test (NAT) results segregated by school, the NAT for school years 2012 – 2013, 2013 – 2014 and 2014 – 2015 shall be used during self - assessment.

5. The utmost cooperation of all school heads in this endeavor is hereby enjoined.

6. For the information, guidance and appropriate action of all concerned.