



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 202, s.2021

March 26, 2021

**COMPOSITION AND FUNCTIONS OF THE DIVISION SCHOOL-BASED
MANAGEMENT (SBM) TECHNICAL WORKING GROUP (TWG), SBM
VALIDATION PROCESS AND MODALITY, AND INDICATIVE SCHEDULE OF
VALIDATION OF SBM LEVEL OF PRACTICE**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Division SBM Coordinator
Division School Monitoring and Evaluation EPS II
Division DRRM PDO II
Division Youth Formation Program PDO I
All Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
All Others Concerned

1. As per instruction of the Field Technical Assistance Division (FTAD) of RO XI during the First Virtual Conference of Division SBM Coordinators for FY 2021 on February 11, 2021 via Google Meet, each SDO shall organize a Division School-Based Management Technical Working Group (SBM TWG), the composition of such is as follows:

Chair	: Basilio P. Mana-ay Jr., EdD Assistant Schools Division Superintendent
Vice Chair	: Sollie B. Oliver, JD, MATE SGOD Chief
Focal	: Evangeline A. Hernan Division SBM Coordinator
Members	: 1. Eleser D. Mateo EPS II, SM&E 2. Reyzen O. Monserate PDO II, DRRM 3. Julie Anne N. Posadas PDO 1, YFP 4. PSDSs of the School to be validated



2. The functions of the Division SBM TWG include, among others, the following:

A. Conducts the Division Validation of schools' SBM Level of Practice

A.1 Evaluates and validates the documents presented by the school

A.2 Gives rating per indicator using the Assessment Process and Tool (APAT) for the 40% and the contextualized tool for the 60% Improvement of Learning Outcomes

A.3 Presents the findings and recommendations, and the overall results of the validation in the plenary

B. Prepares and submits reports to the Schools Division Superintendent

3. The validation process shall be done in three (3) phases: 1. Prefatory/Opening Program; 2. Validation Proper; and 3. Exit Conference/Closing Program

A. Prefatory/Opening Program (at most 20 minutes)

1. The School SBM Coordinator introduces the Division SBM TWG.

2. The Division SBM TWG Focal Person/Alternate orients the school on the validation process and the purpose of validation.

3. The school head presents the current status of the school highlighting its best practices and initiatives in addressing challenges or gaps brought about by the pandemic through PowerPoint or video presentation for at most 10 minutes. The presentation shall also include why the school has been selected by the district supervisors to be validated.

4. The Division SBM TWG may ask clarificatory questions, if any.

5. The Division SBM TWG does the grouping of members according to the SBM Principles (Leadership and Management; Curriculum and Instruction; Accountability and Continuous Improvement; Management of Resources) which comprises the 40%; and another group to validate the 60% Improvement of Learning Outcomes.

B. Validation Proper (at most 3 hours)

The Division SBM TWG:

1. conducts Document Analysis, Observation and Discussion (D-O-D) per SBM Principle

2. conducts process observation to gather process evidence in order to validate documented evidence



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3. discusses document and process evidence; clarifies issues, problems, and opportunities; assigns scores per indicator
4. decides on recommendations to be given, either for certification or revalidation

C. Exit Conference/Closing Program (at most 1 hour)

The Division SBM TWG:

1. presents the findings of validation
2. provides congratulatory remarks for the strengths and encouraging comments for each identified gap
3. declares the overall results of the validation as well as the recommendation on either for certification or revalidation
4. The validation shall be conducted either face-to-face or virtually, depending on the situation in consideration to ensuring health and safety of all concerned. Whether face-to-face or virtual mode of validation, and for the purpose of minimizing physical contact with physical documents, the schools are hereby advised to prepare prior to its validation schedule electronic/scanned documents to be placed/saved in an electronic folder, 1 folder for each principle. Documents with more than 10 pages shall no longer be scanned but shall be prepared for actual validation. The school head or any school personnel shall present the said documents by showing it through video camera once requested. All documents shall bear signatures of the concerned authorities.
5. The Division Validation of SBM Level of Practice shall commence on April 2021. Attached is the 2021 SBM Indicative Timeline with the schedule of validation for reference.
6. Travel, internet connection and other incidental expenses incurred relative to the conduct of this activity of participants coming from the school level shall be charged against School Funds, while expenses of district supervisors and division personnel shall be chargeable to Division funds, both are subject to the existing accounting and auditing rules and regulations.
7. For guidance and compliance.




CRISTY C. EPE
 Schools Division Superintendent


 03-29-2021





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2021 SBM Indicative Timeline

Date	Activity	Objective	Persons Involved
January 2021 7-8 (Open date)	Review on preparation of AIP Year 3 and monitoring of AIP Year 2 Monitoring implementation of Annual Procurement Plan (APP) through RCA verification	To reorient school heads on the preparation of AIP; To orient school heads on the use of Project Monitoring Report Form as the tool in monitoring AIP Verify Requests for Cash Advance (RCA) of non-IU schools as to inclusion in the APP	SGOD EPS, School Heads, PSDSs SGOD EPS, School Heads
February 2021 (Open date)	Monitoring implementation of Annual Procurement Plan (APP) through RCA verification	Verify Requests for Cash Advance (RCA) of non-IU schools as to inclusion in the APP	SGOD EPS, School Heads
March 2021 15-31 (Open date)	Accomplishment of eSRC template and dissemination of SRC for middle of the School Year to stakeholders Monitoring implementation of Annual Procurement Plan (APP) through RCA verification	Assist the school heads in coordination with the Research SEPS in accomplishing the eSRC template and in disseminating the SRC to the stakeholders Verify Requests for Cash Advance (RCA) of non-IU schools as to inclusion in the APP	SGOD EPS, Research SEPS, School Heads SGOD EPS, School Heads



April 2021			
5-8	Review on the preparation/revision of APP/AIP/RCA	Provide inputs in ppt form on the preparation/revision of APP/AIP/RCA through the AIP group chat	SGOD EPS, PSDSs, School Heads
13-14	Validation of SBM Level of Practice	Validate the SBM Level of Practice of 2 secondary schools (pre-identified by the PSDSs)	ASDS, SGOD Chief, Division SBM TWG, PSDs, School Heads
(Open Date)	Monitoring implementation of Annual Procurement Plan (APP) through RCA verification	Verify Requests for Cash Advance (RCA) of non-IU schools as to inclusion in the APP	SGOD EPS, School Heads
May 2021			
11-12	Validation of SBM Level of Practice	Validate the SBM Level of Practice of 2 schools in Mt Apo District (pre-identified by the PSDSs)	ASDS, SGOD Chief, Division SBM TWG, PSDs, School Heads
19-20	Validation of SBM Level of Practice	Validate the SBM Level of Practice of 2 schools in Digos South District (pre-identified by the PSDSs)	ASDS, SGOD Chief, Division SBM TWG, PSDs, School Heads
(Open Date)	Monitoring implementation of Annual Procurement Plan (APP) through RCA verification	Verify Requests for Cash Advance (RCA) of non-IU schools as to inclusion in the APP	SGOD EPS, School Heads
June 2021			
2-3	Validation of SBM Level of Practice	Validate the SBM Level of Practice of 2 schools in Digos Occidental District (pre-identified by the PSDSs)	ASDS,SGOD Chief, Division SBM TWG, PSDs, School Heads
8-9	Validation of SBM Level of Practice	Validate the SBM Level of Practice of 2 schools in Digos Oriental District (pre-	ASDS, SGOD Chief, Division SBM TWG, PSDs, School Heads



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(Open Date)	Monitoring implementation of Annual Procurement Plan (APP) through RCA verification	identified by the PSDSs) Verify Requests for Cash Advance (RCA) of non-IU schools as to inclusion in the APP	SGOD EPS, School Heads
July 2021			
1-31	Accomplishment of eSRC template and dissemination of SRC for end of the School Year to stakeholders	Assist the school heads in coordination with the Research SEPS in accomplishing the eSRC template and in disseminating the SRC to the stakeholders	SGOD EPS, Research SEPS, School Heads
15-16	Validation of SBM Level of Practice	Validate the SBM Level of Practice of 2 secondary schools (pre-identified by the PSDSs)	ASDS, SGOD Chief, Division SBM TWG, PSDs, School Heads
27-28	Validation of SBM Level of Practice	Validate the SBM Level of Practice of 2 schools in Mt. Apo District (pre-identified by the PSDSs)	ASDS, SGOD Chief, Division SBM TWG, PSDs, School Heads
(Open Date)	Monitoring implementation of Annual Procurement Plan (APP) through RCA verification	Verify Requests for Cash Advance (RCA) of non-IU schools as to inclusion in the APP	SGOD EPS, School Heads
August 2021			
10-11	Validation of SBM Level of Practice	Validate the SBM Level of Practice of 2 schools in Digos South District (pre-identified by the PSDSs)	ASDS, SGOD Chief, Division SBM TWG, PSDs, School Heads
24-25	Validation of SBM Level of Practice	Validate the SBM Level of Practice of 2 schools in Digos Occidental District (pre-identified by the PSDSs)	ASDS, Division SBM TWG, PSDs, School Heads



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(Open Date)	Monitoring implementation of Annual Procurement Plan (APP) through RCA verification	Verify Requests for Cash Advance (RCA) of non-IU schools as to inclusion in the APP	SGOD EPS, School Heads
September 2021			
1-31	Organization/ Reorganization of School Governing Council (SGC)	Assist the school heads in the organization/ reorganization of School Governing Council and in the formulation of SGC Work Plan	SGOD EPS, School Heads
7-8	Validation of SBM Level of Practice	Validate the SBM Level of Practice of 2 schools in Digos Oriental (pre-identified by the PSDSs)	ASDS, SGOD Chief, Division SBM TWG, PSDs, School Heads
28-29	Validation of SBM Level of Practice	Validate the SBM Level of Practice of 2 secondary schools (pre-identified by the PSDSs)	ASDS, SGOD Chief, Division SBM TWG, PSDs, School Heads
(Open Date)	Monitoring implementation of Annual Procurement Plan (APP) through RCA verification	Verify Requests for Cash Advance (RCA) of non-IU schools as to inclusion in the APP	SGOD EPS, School Heads
October 2021			
12-13	Validation of SBM Level of Practice	Validate the SBM Level of Practice of 2 schools in Mt. Apo District (pre-identified by the PSDSs)	ASDS, SGOD Chief, Division SBM TWG, PSDs, School Heads
26-27	Validation of SBM Level of Practice	Validate the SBM Level of Practice of 2 schools in Digos South District (pre-identified by the PSDSs)	ASDS, SGOD Chief, Division SBM TWG, PSDs, School Heads
(Open Date)	Monitoring implementation of Annual Procurement	Verify Requests for Cash Advance (RCA) of non-IU schools as	SGOD EPS, School Heads



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	Plan (APP) through RCA verification	to inclusion in the APP	
November 2021			
10-11	Validation of SBM Level of Practice	Validate the SBM Level of Practice of 2 schools in Digos Occidental District (pre-identified by the PSDSs)	ASDS, SGOD Chief, Division SBM TWG, PSDs, School Heads
23-24	Validation of SBM Level of Practice	Validate the SBM Level of Practice of 2 schools in Digos Oriental District (pre-identified by the PSDSs)	ASDS, SGOD Chief, Division SBM TWG, PSDs, School Heads
(Open Date)	Monitoring implementation of Annual Procurement Plan (APP) through RCA verification	Verify Requests for Cash Advance (RCA) of non-IU schools as to inclusion in the APP	SGOD EPS, School Heads
December 2021			
9-10	Validation of SBM Level of Practice	Validate the SBM Level of Practice of 2 schools in Digos South District (pre-identified by the PSDSs)	ASDS, Division SBM TWG, PSDs, School Heads

