



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

February 10, 2022

**DIVISION MEMORANDUM**  
No. 088, s. 2022

**SCHEDULE OF THE DIVISION SBM VALIDATION ACTIVITIES  
FOR THE FIRST QUARTER OF FISCAL YEAR 2022**

To: BEVERLY S. DAUGDAUG, Ed D  
Chief- Curriculum Implementation Division

SOLLIE B. OLIVER, JD, MATE  
Chief- SGOD

All Public Schools District Supervisors

All Public Elementary and Secondary School Heads

All Other Concerned Personnel

1. In line with the component program of the Division SBM implementation tagged as Speed Up to Level Up, the Division Validation Team is hereby directed to conduct validation of the school's SBM level of practice employing the D-O-D (Document Analysis, Observation, Discussion) process on the date specified below:
2. The validation schedule for the First Quarter of Fiscal Year 2022 is as follows:

School	District	Schedule
San Miguel Elementary School	Digos South District	February 18, 2022
Don Mariano Marcos Elementary School	Digos Oriental District	February 23, 2022
Ramon Magsaysay Central Elementary School	Digos Oriental District	February 24, 2022
Badiang Elementary School	Digos Oriental District	March 1, 2022
Pedro Garcia Elementary School	Digos Oriental District	March 3, 2022

3. Validation schedule for the schools not included in those specified herein shall be disseminated to the field in March 2022.
4. The Division Validation Team is composed of the following:  
  
Chair : Sollie B. Oliver, JD, MATE  
SGOD Chief  
  
Vice Chair : Cherrie Anne B. Bohol  
Education Program Supervisor



Members:

1. Eleser D. Mateo  
Senior Education Program Specialist, SM & E
  2. Reyzen Monserate  
Education Program Specialist II, DRRM
  3. Julie Ann Posadas-Ampa  
Project Development Officer I, YFP
  4. Public Schools District Supervisors of the School to be validated
5. As stipulated in Division Memorandum # 202, series 2021, the validation process shall be done in three (3) phases:
- a. Prefatory/Opening Program; b. Validation Proper; and c. Exit Conference/Closing Program
- A. Prefatory/Opening Program (at most 20 minutes)
1. The School SBM Coordinator introduces the Division Validation Team.
  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 Validation Team may ask clarificatory questions, if any.
  5. The Division SBM Validation Team 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 Validation Team:
1. conducts Document Analysis, Observation and Discussion (DO-D) per SBM Principle
  2. conducts process observation to gather process evidence in order to validate documented evidence
  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 Validation Team:
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
6. Travelling and other incidental expenses relative to the compliance of this division memorandum shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. For dissemination, guidance and compliance.



  
**CRISTY C. EPE**  
Schools Division Superintendent

2/10/2022