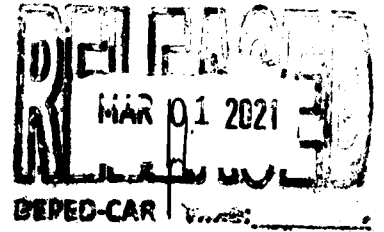




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



February 26, 2021

REGIONAL MEMORANDUM

NO. 081.2021

TO: OIC-Assistant Regional Director
Regional SBM Task Force
Schools Division Superintendents
Division SBM Task Force
All Others Concerned

GUIDELINES ON THE ENHANCED AND NEW PROCESSES OF SCHOOL-BASED MANAGEMENT (SBM) LEVEL OF PRACTICE VALIDATION FOR 2021

1. Pursuant to Regional Memorandum 278, s. 2019 and in cognizant with the mandate of Field Technical Assistance Division (FTAD) to lead, coordinate, and integrate the provision of Technical Assistance to Schools Division Offices (SDOs) through SBM Validation in spite the challenges of pandemic, DepEd-CAR through the FTAD issues the guidelines of the enhanced and new process of SBM level of practice validation for the Calendar Year 2021.
2. These guidelines generally aim to improve SBM level of practice for good leadership, management performance and effective delivery of services across governance levels for the improvement of learning outcomes. Specifically,
 - a. to facilitate the provision of technical assistance to the Schools Division Offices (SDOs) for continuous improvement with the least possible time and expenses under the pandemic or any on cases of presence of other intervening factors that prevents face to face encounter with the schools,
 - b. to provide rationale and instruction of the new process for the Regional, Division, District and School SBM Task Forces in the conduct of the SBM validation in the new normal,
 - c. to facilitate the increase in the number of schools validated, and
 - d. to create effective and efficient repository of SBM documents.
3. Attached with this memorandum are the following Enclosures for reference and guidance:

Enclosure 1: General Guidelines and Categorization of Recommended Schools

Enclosure 2: Guidelines on the Conduct of Onsite SBM Level of Practice Validation

Enclosure 3: Guidelines on the Pilot Testing of the Proposed Online SBM Level of Practice Validation



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Quality Management System
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*Enclosure 4: **Assessment Form***

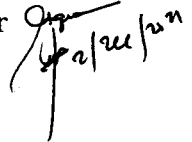
*Enclosure 5: **Template for the List of Recommended Schools***

*Enclosure 6: **Google Form Contents for Online Validation***

*Enclosure 7: **Certification for Authenticity and Veracity of Scanned Documents***

4. For inquiries and clarifications, please contact FTAD through ftad.depedcar@gmail.com or call 074 - 424 - 5167.
5. Immediate dissemination of and strict compliance with this memorandum is directed.


ESTELA CARIÑO EdD, CESO III
Regional Director


2/22/20

Enclosure 1

GENERAL GUIDELINES AND CATEGORIZATION OF RECOMMENDED SCHOOLS

The conduct of regional level SBM validation shall continue for the year 2021 and shall follow set of guidelines in consideration of the following factors:

- a. preference/recommendation of the requesting SDO and school;
- b. resolution of the regional SBM Task Force and availability of assigned validation team;
- c. community quarantine status and IATF guidelines specifically travel protocols; and
- d. assurance of health, safety and well-being of school, district, division and regional SBM Task Force committee.

In reference to RM 278, s. 2019¹, the accreditation process shall be contextualized into a more comprehensive process to fit in the current pandemic situation. These guidelines shall comprise the enhanced process of (1) **onsite** SBM validation with limited face-to-face interaction and new process of (2) **online** SBM validation using online gathering and assessment tools of which detailed procedures are discussed in Enclosure nos. 2 and 3. The implementing guidelines of the online SBM validation shall be released after the conduct of pilot testing set April 2021.

Generally, the usual process shall be particularly simplified following the highlighted details:

1. School Self-Assessment

Pursuant to Republic Act 9155² and DepEd Order 83, s. 2012³, all public schools in the Cordillera region are requested to undergo self-assessment of their SBM implementation as to indicators in the Contextualized SBM Assessment Tool enclosed in RM 278, s. 2019. If output claims an achievement of level 1, 2 or 3, the school shall request validation to SDO.

2. SDO Level Validation

The SDO shall facilitate and conduct validation through rigorous analysis of evidence supporting the SBM level. With regards to the mode of validation, it is the discretion of the SDO SBM Task Force either to do onsite validation or establish an alternative process provided that the quality of validation shall not be compromised.

3. Endorsement of Schools

Prior to endorsement, SDOs must ensure that initial assessments were completed with corresponding mode of verifications (MOVs) to wit:

- a. school level – duly accomplished assessment tool (see Enclosure 4) signed by the school SBM Task Force Committee/Validation Team

¹ Guidelines on the Utilization of School Based Management Assessment Tool with Contextualized Means of Verifications

² Governance of Basic Education Act of 2001

³ Implementing Guidelines on the Revised School Based Management Framework, Assessment Process and Tool

- b. division level – duly accomplished assessment tool (see Enclosure 4) signed by the division SBM Task Force Committee/Validation Team

For this year, all SDOs are requested to **re-check** and **revalidate** all recommended schools last year and **resubmit** requests. Request for regional validation shall be addressed to the Regional Director with attached school assessment tool, division assessment tool and list of recommended schools following the template in Enclosure 5. **SDOs shall ensure the consideration of all factors before recommending Onsite or Online mode of validation.** Requests shall either be sent to Records Office of the Regional Office (RO) or through email address car@deped.gov.ph.

4. Regional Validation

The regional SBM assessment and evaluation shall be either onsite or online mode depending on the recommendation of requesting SDO. It shall likewise be primarily guided by the indicators in the Contextualized SBM Assessment Tool enclosed in RM 278, s. 2019. All evidence to be presented/submitted shall be of the last three years grounded by the category of school. **The categorization of schools shall be based on the school level, thus all evidence shall be strictly assessed based on indicated category:**

- a. Elementary - Purely Elementary, Purely Primary School (K to G4)
- b. Secondary - Purely Junior High School (JHS), Purely Senior High School (SHS), JHS with SHS
- c. Integrated School (IS) - Kindergarten to JHS, Kindergarten to SHS

Moreover, the evidence in the implementation of the AIP/Basic Education Learning Continuity Plan (BE-LCP) for SY 2020-2021 shall be scrutinized where indicators are applicable.

5. Regional Recognition of Level 2 and 3 Schools

The regional office recommends that all SDOs shall officially recognize through issuance of Level 1 certificates the schools that underwent assessment and met indicators of successful SBM implementation.

The regional office shall recognize and award Certificates of Recognition to level 2 and 3 schools immediately month after the conduct of regional validation. For level 3 schools, there shall be no more accreditation from the Central Office. Nevertheless, the regional office shall inform the central office of the level 3 schools. Further, the RO has the right to revoke recognition of SBM level of practice in case of non-sustenance of the validated practices and learning outcomes based on the results of monitoring done by FTAD.

6. Monitoring of Level 2 Schools

Division SBM Task Forces shall monitor/track the one hundred five (105) level 2 schools (validated 2018 and awarded March 2019) and give necessary technical assistance as to the sustainability of SBM practices and preparation of level 3 evidence. The regional office shall likewise conduct on-the-spot monitoring of level 2 schools.

7. Timeline of SBM Validation

To ensure the smooth conduct of SBM validation for the year 2021, the process and related activities shall follow the set timeline:

Activity	Date	Person Involved
Orientation of the Enhanced and New Process of SBM Validation	March 2021	FTAD Staff, SDO SBM Coordinators
School and Division Validation	March – September 2021	School and Division SBM Task Force
Pilot Testing of the Online/ Remote SBM Validation	March - April 19, 2021	FTAD Staff, SDO SBM Coordinators, Selected School Heads
Virtual Orientation of the Online/ Remote SBM Validation	May 19, 2021	FTAD Staff, RO and SDO SBM Task Forces, Selected School Heads
Submission of SDO Request for Regional SBM Validation	April – September 2021	SDOs
Conduct of SBM Validation	May - November 2021	FTAD Staff, RO and SDO SBM Task Forces, Selected School Heads
SBM Congress	December 2021	Selected RO, SDO and School Participants

Enclosure 2

GUIDELINES ON THE CONDUCT OF ONSITE SBM LEVEL OF PRACTICE VALIDATION

The conduct of onsite validation shall only be possible provided that all factors defined in Enclosure 1 were primarily considered and request for travel is approved by the Regional Director. The enhanced onsite validation shall start with the receipt of request from SDOs and be followed by these procedures:

1. Consolidation and Plotting of Requests

Basically, the FTAD shall receive all SBM validation requests and list of recommended schools. Recommended shall be disaggregated schools according to division and recommended mode of validation. Consolidation and plotting of the schedule of all requests for onsite validation shall be done monthly. FTAD shall initially assigned Validation Team (2 to 3 members) to each school based on priority needs.

2. SBM Task Force Coordination/Deliberation

FTAD shall coordinate to SBM Task Force the list of schools and schedule of which availability and conformance of assigned validation team be finalized. Release of memorandum shall signify the approval of the Regional Director for onsite validation.

3. Conduct of Onsite Validation

FTAD shall lead the conduct of validation in a limited face to face platform, maintain communication with SDO SBM Task Force, orient RO SBM Task Force and ensure all necessary matters are delegated before, during and after the validation.

	What to do?	Who?
Before	Secure necessary travel documents Prepare SBM assessment tools Arrange transportation	Assigned validators in coordination with FTAD
During	Observe minimum health standards/protocols Evaluate thoroughly SBM evidence	School Heads, School SBM Coordinators, SDO SBM Task Force Assigned validators
After	Accomplish assessment tool completely Submit report to FTAD Comply with the necessary quarantine requirement (if applicable)	Validators, FTAD

School Head, school SBM Coordinator and PSDS must be present; and one (1) or two (2) members of the SDO SBM Task Force shall accompany the regional validation team during assessment and evaluation.

**GUIDELINES ON THE PILOT TESTING OF THE PROPOSED ONLINE/REMOTE
SBM LEVEL OF PRACTICE VALIDATION**

The online mode of SBM validation is an adaptation of the usual validation practice integrating online procedures. This shall serve as an alternative when onsite validation is not possible.

I. Objectives

The conduct of pilot testing aims to verify the entire mechanism under a real time operating condition. Specifically,

- a. to evaluate the feasibility, time, and performance of the new process
- b. to exhibit roles and functions of participants in the conduct of the new process
- c. to assess risks, issues, and possible solutions

II. Participants and Requisite

The participants to the pilot testing shall be:

Division	School Requirement	Participant
Abra	1 school in any category; with area of accessible mobile signal and stable internet connection; SBM Level 2 or 3 ready	School Head, School SBM Coordinator, Division SBM Coordinator; SDO SBM Task Force member
Apayao	1 school in any category; with area of accessible mobile signal and stable internet connection; SBM Level 2 or 3 ready	School Head, School SBM Coordinator, Division SBM Coordinator
Benguet	1 school in any category; not within the LISTT area; with area of accessible mobile signal and moderately stable internet connection; SBM Level 2 or 3 ready	School Head, School SBM Coordinator, Division SBM Coordinator
Ifugao	1 school in any category; with area of accessible mobile signal and moderately stable internet connection; SBM Level 2 or 3 ready	School Head, School SBM Coordinator, Division SBM Coordinator
Kalinga	1 school in any category; with area of low signal strength and unstable internet connection; SBM Level 2 or 3 ready	School Head, School SBM Coordinator, Division SBM Coordinator
Mountain Province	1 school in any category; with area of accessible mobile signal and unstable internet connection; SBM Level 2 or 3 ready	School Head, School SBM Coordinator, Division SBM Coordinator

Tabuk City	1 school in any category; with area of accessible mobile signal and unstable internet connection; SBM Level 2 or 3 ready	School Head, School SBM Coordinator, Division SBM Coordinator
Regional Office	FTAD	1 Chief Education Supervisor, 2 Education Program Supervisors and 1 Administrative Assistant I
Regional Office	Regional SBM Task Force	Assigned Validators

Specified divisions shall recommend one school that met qualifications for online validation. Recommended schools shall be required of scanning devices or applications, internet connection, and basic knowledge of Google Form and Google Drive. The SDO SBM Coordinators shall provide technical assistance to schools during the conduct of pilot testing. Names of participating schools, school heads and school SBM coordinators details shall be coordinated to FTAD thru ftad.depedcar@deped.gov.ph on or before March 29, 2021.

III. Process

Generally, the online validation process shall start with the receipt of request and list (Enclosure 4) from SDOs followed by the consolidation and disaggregation of schools according to recommended mode of validation. Prior to conduct of evaluation, FTAD shall manage and ensure the accomplishment of preliminary online procedures before coordinating to SBM Task Force.

The following specific procedures shall be observed during the conduct of pilot testing:

1. Selection and Assessment of pilot schools

All SDOs shall select and assess evidence documents of one school in their respective division as participant in the pilot testing.

2. Preparation of MOVs

Schools shall scan **relevant evidence for the last three years that highlights and suffices all criteria/indicators**. The list of evidence to be prepared will be based on the contextualized assessment tool. All scanned documents shall be saved as Portable Document Format (PDF). Schools are advised to seek assistance from the division office or regional office on the tips of scanning and saving documents in PDF.

3. Request for RO Validation

SDOs shall assist the recommended schools in accomplishing Google Form link. <https://tinyurl.com/OnlineSBMRegistration>. The content of the Google Form is found in Enclosure 6.

4. Uploading of Evidence

Upon receipt of the registration, FTAD shall check details of registration, prepare Google Drive folder, generate link, and coordinate to SDO and concerned school. The link provided shall contain the folders of school including all indicators found in the assessment tool. In this stage, SDOs shall assist the schools in uploading the scanned documents to the assigned folder. Likewise, scanned **Certificate of Authenticity and Veracity** of the submitted documents signed by SBM Task Force (see Enclosure No. 7) shall be included in the uploaded files. FTAD shall check the completeness of all uploaded files and pre-assigned validation team for each school before the conduct of simultaneous assessment. Sample folders are shown in the following figures:

My Drive > SDO Evidence for Online SBM Validation

Name	Owner	Last modified	Access
SBM Task Force	me	1/27/2019	View
SDO Marikina	me	1/27/2019	View
SDO Malabon	me	1/27/2019	View
La Trinidad	me	1/27/2019	View
SDO Benguet	me	1/27/2019	View
SDO Baguio City	me	1/27/2019	View
SDO Alayon	me	1/27/2019	View
SDO Anaa	me	1/27/2019	View

Figure 1. Folders of SDOs. View/Edit/Add mode is in RO level only.

My Drive > SDO Evidence for Online SBM Validation > SDO Benguet

Name	Owner	Last modified	Access
Benguet National High School	me	1/27/2019	View
Cordillera Regional Science High School	me	1/27/2019	View
La Trinidad Central School	me	1/27/2019	View
Pico Elementary School	me	1/27/2019	View
Puguis Elementary School	me	1/27/2019	View

Figure 2. Folders of Schools in particular division. View/Edit/Add mode is in RO and specified SDO levels only.

My Drive > SDO Evidence for Online SBM Validation > SDO Benguet > Puguis Elementary School

Name	Shared	Last modified	File size
■ Certification of Authenticity and Veracity of Uploaded Documents	Yes	3/24/2021	—
■ IMPROVEMENT OF LEARNING OUTCOMES	Yes	3/23/2021	—
■ D. Management of Resources	Yes	3/23/2021	—
■ C. Accountability and Continuous Improvement	Yes	3/23/2021	—
■ B. Curriculum and Instruction	Yes	3/23/2021	—
■ A. Leadership and Governance	Yes	3/23/2021	—

Figure 3. Folders of a particular school. View/Edit/Add mode is in RO, SDO and specified School levels only which is restricted to other schools.

5. Conduct of Simultaneous Online Assessment

In this formal activity, regional participants shall gather for the orientation and simultaneous evaluation of uploaded documents in the Google Drive. FTAD shall facilitate the activity by assigning teams, providing the Google Drive link and electronic assessment tool. The validation team for one school shall be composed of 2 members of the SBM Task Force.

Also, the school and division participants shall join the activity virtually or through calls for possible inquiries, verification and requests for additional information and evidence.

Assigned validators shall be using the offline electronic assessment tool during the validation. The tool is designed in Microsoft Office Excel with automatic computation of percentages and ratings.

6. Generation and Submission of Report

Validators shall submit accomplished assessment tool via email ftad.depedcar@gmail.com. FTAD shall print, consolidate, and prepare summary report of validation.

7. Analysis of Issues/Problems

FTAD shall facilitate an open forum for all participants to present and discuss the issues and problems encountered and to come up with possible solutions. Recommended solutions shall be integrated in the proposed online mechanism.

As summary, the conduct of pilot testing shall be guided by the following timeline:

Activity	Date/s
Selection and Assessment of Pilot Schools	March 1-15, 2021
Preparation of Evidence/MOVs	March 21-31, 2021
Request for RO Validation	
Uploading of Scanned Documents	April 1—15, 2021

Conduct of Preliminary Orientation and Simultaneous Online Assessment	April 19, 2021
Submission of Activity Completion Report	April 22, 2021

Lastly, pilot schools that passed the assessment during the pilot testing shall be included in the inventory of level 2 or 3 schools and shall be recognized and given certificates.

TEMPLATE FOR SCHOOL/DIVISION/REGION LEVEL ASSESSMENT TOOL

Validated Practices Using DOD (Document Analysis - Observation - Discussion)

Note: Please be informed that personal information provided will be treated with utmost privacy and will not be shared to the public, in compliance with the Data Privacy Act of the Philippines. Email addresses and contact number will only be used during activities related to SBM validation. If you wish not to provide personal information through this form, please contact us at ftad.depedcar@gmail.com.

Division: _____	District: _____
Name of School: _____	E-mail Address: _____
Name of School Head: _____	Contact Number: _____
Name of SBM Coordinator: _____	Contact Number: _____

INDICATOR	LEVEL	PERCENTAGE		SBM TOOL 40%
A. LEADERSHIP AND GOVERNANCE		N / n	30%	
1				
2				
3				
4				
5				
B. CURRICULUM AND INSTRUCTION			30%	
1				
2				
3				
4				
5				
6				
7				
C. ACCOUNTABILITY AND CONTINUOUS IMPROVEMENT			25%	
1				
2				
3				
4				
5				
D. MANAGEMENT OF RESOURCES			15%	
1				
2				
3				
4				
5				
TOTAL				
IMPROVEMENT OF LEARNING OUTCOMES				60%
LAST THREE YEARS				
1. ACCESS				
% of attendance				10%
2. EFFECIENCY				
a. Retention Rate				40%
b. Dropout Rate				
c. Failure Rate				
d. Graduation rate				
e. Promotion Rate				
3. QUALITY				
General Weighted Average (SF-5)				50%
				SBM TOOL (40%)
				IMPROVEMENT OF LEARNING OUTCOME (60%)
				TOTAL RATING

The resulting level described as follows:

0.50 - 1.40	Developing
1.50 - 2.40	Maturing
2.50 - 3.50	Advanced

Comments/Suggestions:

VALIDATED BY:

 (Position)
 Date:

 (Position)
 Date:

 (Position)
 Date:

LIST OF RECOMMENDED SCHOOLS FOR REGIONAL VALIDATION

Note: Please be informed that personal information provided will be treated with utmost privacy and will not be shared to the public, in compliance with the Data Privacy Act of the Philippines. Email addresses and contact number will only be used during activities related to SBM validation. If you wish not to provide personal information through this form, please contact us at rad.depedcar@gmail.com.

Please complete name of schools, no to abbreviations; follow format for names shall be First Name, Middle Initial, Last Name; use DepEd emails only and indicate priority needs as guide for the assignment of validation team.

Division: _____

No.	Category	School Details				School Head Details			School SBM Coordinator			Recommended Mode of Regional Validation (Please check)		PRIORITY NEEDS
		Name	School ID	Level of Practice	Rating	Name	DepEd email address	Contact Number	Name	DepEd email address	Contact Number	ONSITE	ONLINE	
1	Secondary	Field National High School	305000	2	1.80	Juan A. Santos	juan.santos@deped.gov.ph	09108057805	Maria V. Clara	maria.clara@deped.gov.ph	09108057805		/	

Prepared by: _____

Certified Correct: _____

Endorsed by: _____

Division SBM Coordinator _____

Chief Education Supervisor, SGOD _____

Schools Division Superintendent _____

DepEd CAR School-Based Management (SBM) Online Validation - Registration Form

This form serves as entry point of all qualified schools recommended by the Schools Division Offices (SDOs) for remote/online validation.

Note: Please be informed that personal information provided will be treated with utmost privacy and will not be shared to the public, in compliance with the Data Privacy Act of the Philippines. Email addresses and contact number will only be used during activities related to SBM validation. If you wish not to provide personal information through this form, please contact us at ftad.depedcar@gmail.com.

The name and photo associated with your Google account will be recorded when you upload files and submit this form.

Not elvira.cudli@deped.gov.ph? [Switch account](#)

* Required

Division *

- Abra
- Apayao
- Baguio City
- Benguet
- Ifugao
- Kalinga
- Mountain Province
- Tabuk City



District *

Your answer

School ID *

Your answer

Complete Name of School *

Ex.: Puguis Elementary School

Your answer

Complete Address of School *

Ex.: Pico, La Trinidad, Benguet

Your answer

DepEd e-mail address of school *

Your answer

Complete Name of School Head *

(Name format - First Name, Middle Initial, Last Name e.g. Elvira M. Cudli)

Your answer



Position of the School Head *

Ex.: Principal I

Your answer

DepEd email address of the School Head *

(Please use official DepEd email.)

Your answer

Mobile Phone Number of the School Head *

Your answer

Name of the School SBM Coordinator *

(Name format - First Name, Middle Initial, Last Name e.g. Elvira M. Cudli)

Your answer

Position of the School SBM Coordinator *

Ex.: Teacher I

Your answer

DepEd e-mail address of the School SBM Coordinator *

Your answer



Mobile Phone Number of the School SBM Coordinator *

Your answer

Next

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DepEd CAR School-Based Management (SBM) Online Validation - Registration Form

The name and photo associated with your Google account will be recorded when you upload files and submit this form.

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* Required

Assessment Details

This section requires assessment details done by the School and Division SBM Task Forces. Please scan accomplished assessment tools before proceeding to this section. Save document in PDF following the format:

School Assessment: DivisionName_SchoolName1 e.g. MP_LesebES1 or AB_DangasCS1

Division Assessment: DivisionName_SchoolName2 e.g. BC_MabiniES2 or BE_LTCS2

Abbreviation Guide:

SDO Abra - AB

SDO Apayao - AP

SDO Baguio City - BC

SDO Benguet - BE

SDO Ifugao - IF

SDO Kalinga - KA

SDO Mountain Province - MP

SDO Tabuk City - TC

Use number "1" for school level assessment

Use number "2" for division level assessment

Please upload copy of Accomplished School Assessment Tool *

 Add file


Date of Assessment by the School SBM Task Force *

Date

mm/dd/yyyy



Please upload copy of Accomplished Division Assessment Tool *

 Add file

Date of Assessment of by the Division SBM Task Force *

Date

mm/dd/yyyy

Thank you for completing the registration!

Please wait for FTAD personnel to contact you. The link will be provided for the uploading of your SBM documents.

Reminder: Save your documents in PDF file, organize your files according to Contextualized Assessment Tool found in RM 278, 2. 2019 before proceeding to the link.

For any queries, concerns or clarifications, please email us at ftad.depedcar@gmail.com or contact us at 09108057805.

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Enclosure 7

CERTIFICATION

AUTHENTICITY AND VERACITY OF SCANNED DOCUMENTS

This is to certify that (name of School) of the Schools Division of (name of division) has met the criteria of School-Based Management Level (SBM) 2/3 of Practice and has passed the validation conducted by the Division SBM Task Force on (date) . Hence, said school is recommended for regional level validation.

Further, this is to attest the authenticity and veracity of all evidence supporting the level of practice submitted to Department of Education-Cordillera Administrative Region Regional Office (DepEd-CAR RO).

The undersigned hereby authorize the DepEd-CAR RO SBM Task Force to verify the authenticity of all the documents submitted.

Name and Signature
School Head
Date: _____

Name and Signature
Division SBM Coordinator
Date: _____

Name and Signature
of Validation Team Member
Date: _____

Name and Signature
of Validation Team Member
Date: _____

Name and Signature
Division SBM Focal Person
Date: _____