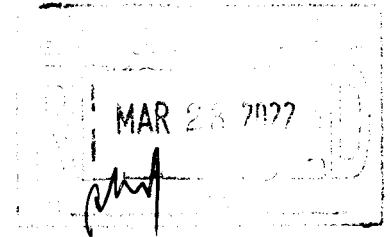




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



22 March 2022

REGIONAL MEMORANDUM

No. 145 .2022

**SCHOOL-BASED MANAGEMENT LEVEL 3 VALIDATION
FOR CALENDAR YEAR 2022**

To: Assistant Regional Director
Schools Division Superintendents
Regional and Division SBM Task Force Members
All Divisions
All Others Concerned

1. In cognizant to Regional Memoranda Nos. 278, s. 2019¹ and 210, s. 2021², the regional office issues the revised procedures on School-Based Management (SBM) level of practice validation for the calendar year 2022, reiterating the provision of RM No. 435, s. 2021³, to wit:

*“For the **Level 2 certification**, the **SDO SBM Task Force** is directed to validate schools for recognition as practicing SBM Level 2...”*

2. Hence, the **Regional SBM Task Force shall be responsible in validating and recognizing schools that are practicing Level 3**. With the improved health situation in the new normal, now, **the validation of SBM level 3 practice shall have two options whether onsite or online** depending on the arrangement and agreement of the Regional SBM Task Force after reviewing the endorsement and considering factors such as remoteness of schools, internet connectivity and latest health protocols of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF). The following procedures shall be enforced for the conduct of Level 3 validation for 2022:

a. Submission/Endorsement of Recommended Schools. The Division SBM Task Force shall assess and endorse ready schools following the prescribed format in Enclosures 1 and 2. Submission of endorsement shall be every first week of the month in compliance to RM No. 097, s. 2022⁴, to be included in the same month’s validation activity. Schools to be endorsed shall be among the validated and recognized Level 2 schools in 2017-2018 as found in Enclosure 3. **As assurance of the school’s readiness, the division’s surveillance and assessment forms for the school years 2020-2021, 2019-2020, 2018-2019 must be attached to the endorsement.**

¹ Guidelines on the Utilization of SBM Assessment Tool with Contextualized Means of Verification

² Implementing Guidelines on the Online Validation of SBM level of Practice

³ Corrigendum to RM Nos. 333, 340 and 349, s. 2021 (Limited Face-to-face and Online Validation of SBM Level of Practice)

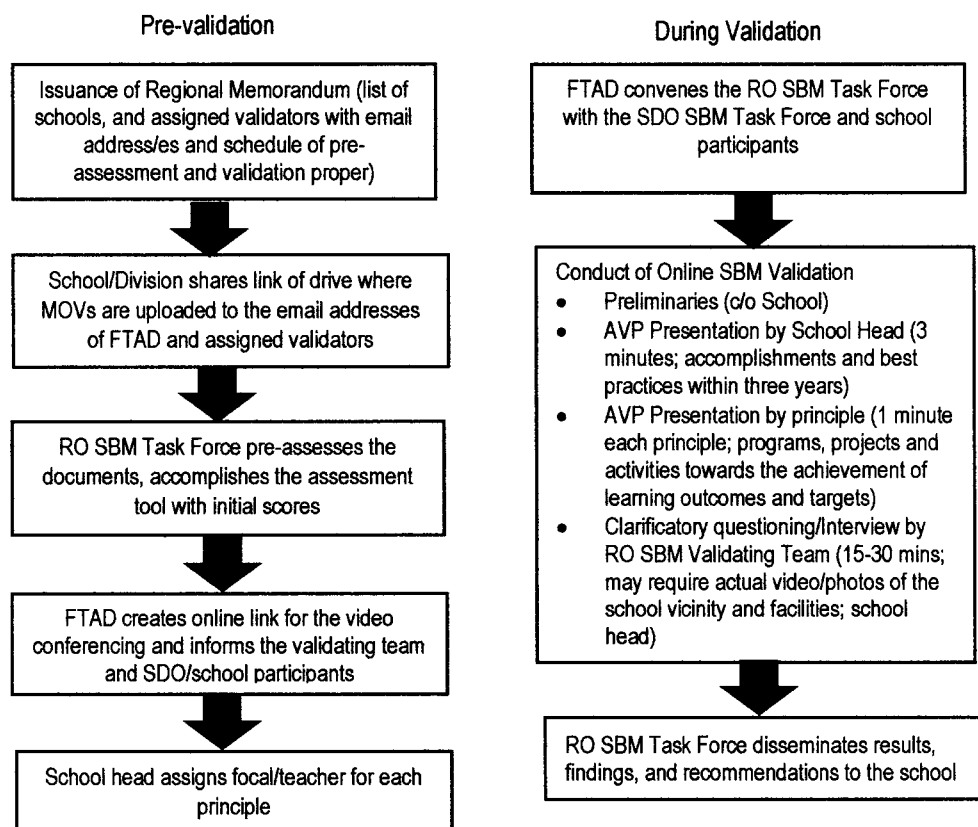
⁴ Submission of SBM Level III Documents of Schools for Online Validation



- b. Preparation of Schools.** With trust and confidence given to the Division SBM Task Force, the regional validating team shall only require the endorsed schools to prepare organized and properly labelled hard copies of artifacts/means of verifications (MOVs) of the following:
- **For the Document Analysis-Observation-Discussion, consider the Four SBM Principles (40 %) – Levels 1-3 of School Year 2020-2021**
 - **Improvement of Learning Outcomes (60%) – School Years 2020-2021, 2019-2020, and 2018-2019**
- c. Validation Proper.** Prior to validation proper, the Regional SBM Coordinator/Field Technical Assistance Division (FTAD) shall consolidate the endorsed schools, coordinates with the Regional SBM Task Force regarding the mode of validation, assigns validating team, plan the schedule of the monthly validation and issue memorandum on the details and directions. The following onsite and online procedures were culled out from RM Nos. 278, s. 2019 and 210, s. 2021:

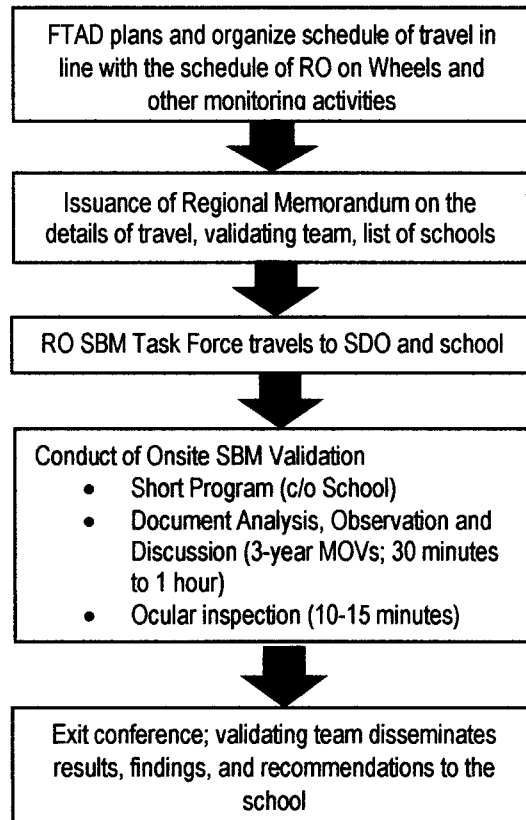
c.1. Online Validation Procedures

For online validation, the Division SBM Task Force must guarantee the existence of online storage of properly scanned and organized documents in portable document format. **Documents uploaded shall consist of four (4) folders of SY 2020-2021 Level 3 MOVs for the SBM Principles (40%) and one (1) folder of SY 2018-2019, 2019-2020 and 2020-2021 MOVs for the Improvement of Learning Outcomes (60%).** Aside from the scanned documents, schools shall be required to submit audio-video presentations as specified in the flowchart below:



c.2. Onsite Validation Process

For onsite validation, the validating team shall verify the completeness of MOVs and conduct ocular inspection of the school's vicinity and facilities.



The preliminaries/short program whether onsite or online shall only include nationalistic song, invocation/opening prayer, welcome remarks of school head, short presentation of school profile, and introduction of RO/SDO SBM Task Force members by the SDO representative, message of regional director/assistant regional director (if applicable).

To ensure that health and safety protocols shall be observed during onsite validation, school personnel are advised not to prepare extravagant welcome ceremonies or programs and serve drinking water or refreshments only and not prepare heavy meals or snacks to avoid validators staying longer in the school premises after performing the official functions. Further, giving and acceptance of gifts and tokens are discouraged.

- d. Post-validation and Recognition.** The SDO SBM Coordinator or Task Force member present during the validation proper with the PSDS in-charge shall convene with the school SBM team to discuss the findings, results and recommendation of the RO SBM Task Force. After which, the school head shall address the lacking, recommendations and findings (if there are any). If revalidation is necessary, it shall be done after one (1) month depending on the findings and recommendations of the RO SBM Task Force.

All assigned regional validators shall submit finalized assessment tool to the RO SBM Coordinator/FTAD for the preparation of report and SBM Level 3 recommendation to be submitted to the Regional Director for approval. Results of the validation shall be disseminated through a regional memorandum monthly.

All approved schools shall be given Certificates of Rating on month after the validation and Certificates of Recognition during the SBM Congress scheduled on November 2022. Likewise, all school heads and school SBM Coordinators of SBM Level 3 recognized schools from SY 2018-2019 to 2020-2021 shall be given certificates of recognition.

3. For queries and clarifications, please contact the Field Technical Assistance Division through email address car.ftad@deped.gov.ph or cellphone number 0918-965-9179.
4. Widest dissemination and strict compliance to this memorandum is directed.



ESTELA P. LEON-CARINO EdD, CESO III
Director IV/ Regional Director

Enclosure 1 of RM No. _____

ENDORSEMENT LETTER

Date

ESTELA P. LEON-CARIÑO EdD, CESO III
Regional Director
Chairperson, RO SBM Task Force

Madam:

This is to endorse __ ready schools for School-based Management (SBM) level of practice validation of the Regional SBM Task Force. Attached is the list of recommended schools.

Looking forward for your favorable action.

Very truly yours,

Schools Division Superintendent

Enclosure 2 of RM No. _____

LIST OF RECOMMENDED SCHOOLS FOR REGIONAL SBM LEVEL 3 VALIDATION

Important: The assessment tools of listed schools duly signed by the Division SBM Task Force must be attached to this form.

Note: Please complete name of schools, no to abbreviations.

Division: _____

No.	Category	School Details		Remote School?		Has strong internet connection, good for video conferencing?		Preferred Mode of Validation		
		School ID	Name	Yes	No	Yes	No	Online	Onsite	If online, please specify preferred platform.
e.g.	Secondary	305281	Field National High School	/			/		/	N/A
	Elementary	135981	Field Elementary School		/			/		Zoom

*Video/Audio Conferencing – MS Teams, Google Meet, Zoom, FB Messenger, Mobile

Prepared by:

Certified Correct:

Endorsed by:

Division SBM Coordinator

Chief Education Supervisor, SGOD

Schools Division Superintendent

Enclosure 3 of RM No. _____

LIST OF PRIORITY SCHOOLS FOR SBM LEVEL 3 VALIDATION
(Validated in 2018 and awarded level 2 in 2019)

Division	Name of School	
Abra		
	1	Calaba Elementary School
	2	La Paz Integrated School
	3	Gayaman Elementary School
	4	Luzong Elementary School
	5	Pacpaca Elementary School
	6	Pilar Rural High School
Apayao		
	1	Southern Conner Central School
	2	Ili National High School
	3	Conner Central School
	4	Guina-ang Elementary School
	5	Pudtol Vocational High School
	6	Alem Elementary School
	7	Allig Elementary School
	8	Santa Marcela West Central School
	9	Quirino Elementary School
	10	Calafug Elementary School
	11	Gassud Elementary School
	12	Paddaoan Elementary School
	13	Santa Marcela Central School
	14	Talifugu Elementary School
Baguio City		
	1	Pinsao Elementary School
	2	Baguio City National High School-Hillside Annex
	3	Mil-an National High School
	4	Rizal National High School
Benguet		
	1	Alejo M. Pacalso Memorial National High School
	2	Ampucao Elementary School
	3	Ampucao National High School
	4	Bangao National High School
	5	Bangao-Moreno Elementary School
	6	Benguet National High School-Main
	7	Buyagan Elementary School
	8	Cordillera Regional Science High School
	9	Kabayan Central School
	10	Kamora National High School
	11	La Trinidad National High School
	12	Lepanto Elementary School
	13	Lubas Elementary School
	14	Palatong Elementary School
	15	Paoad Elementary School
	16	Tabio National High School
	17	Tublay School of Home Industries
Ifugao		
	1	Tinoc Central School
	2	Gumhang Elementary School
	3	Gohang National High School
	4	Guinhon Elementary School

5	Epeng Elementary School
6	Santa Maria National High School
7	Sanafel Elementary School
8	Bliss Elementary School
9	Ifugao Technical Vocational High School-Hapid Annex
10	Lamut Central School
11	Burnay Elementary School
12	Bangbang National High School
Kalinga	
1	Liwan West Elementary School
2	Liwan East Elementary School
3	Rizal National School of Arts and Trades
4	Rizal Central School
5	Calaocan Elementary School
6	Macutay Elementary School
7	Socbot Elementary School
8	Lubuagan Central School
9	Tappo Elementary School
10	Cagaluan Elementray School
Mountain Province	
1	Mountain Province General Comprehensive High School
2	Lubon Elementary School
3	Cagubatan Elementary School
4	Aguid Elementary School
5	Guinzadan National High School
Tabuk City	
1	Dilag Elementary School
2	Western Tabuk Central School
3	Appas Elementary School
4	Lucog Elementary School
5	Casigayan Elementary School
6	Tuga National High School
7	Bulo East Elementary School
8	San Julian Elementary School
9	Bantay Elementary School