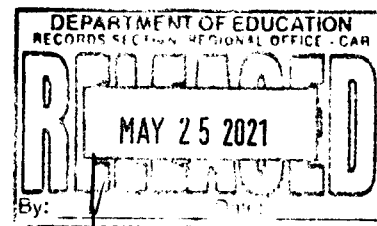




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



May 20, 2021

Regional Memorandum  
No. 210-2021

**IMPLEMENTING GUIDELINES ON THE ONLINE VALIDATION OF SCHOOL-BASED MANAGEMENT (SBM) LEVEL OF PRACTICE**

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

1. In cognizant with Regional Memorandums 278, s. 2019 and 081, s. 2021 and pursuant to the mandate of Field Technical Assistance Division (FTAD) to lead, coordinate, and integrate the provision of technical assistance to Schools Division Offices (SDOs), facilitating the delivery of quality basic education, and creating an enabling environment for schools and learning centers despite the challenges of pandemic, the Department of Education-Cordillera Administrative Region issues the guidelines of the online validation of SBM level of practice.
2. These guidelines generally aim to improve SBM level of practice for good governance, management performance and effective delivery of services across governance levels for the improvement of learning outcomes. Furthermore, these shall provide rationale and instruction for the Region, Division and School SBM Task Forces in the conduct of online SBM validation in elementary, secondary, and integrated schools including Alternative Learning Systems. Specifically,
  - a. to facilitate the provision of technical assistance to Schools Division Offices (SDOs) for continuous improvement with the least possible time and expenses in cases which intervening factors are present and prevent face to face encounter with schools,
  - b. to facilitate the increase of numbers of schools validated, and
  - c. to create effective and efficient repository of SBM documents
3. This memorandum shall take effect immediately upon approval and shall continue to be in force unless sooner repealed, amended, or rescinded.
4. Wide dissemination of and strict compliance this memorandum is directed.

**ESTELA L. CARIÑO EDD, CESO III**  
Regional Director

FTAD/EET/mmg



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**IMPLEMENTING GUIDELINES ON THE ONLINE VALIDATION OF SCHOOL-BASED MANAGEMENT (SBM) LEVEL OF PRACTICE**

**I. RATIONALE**

One of the main objectives of the Field Technical Assistance Division (FTAD) under the Technical Assistance Key Result Area (KRA) is the management in the validation of SBM level of practice of schools in cognizant with the Republic Act No. 9155 and Department of Education (DepEd) Order 83, s. 2012.

The FTAD's process of facilitating an organized and efficient SBM validation is elaborated in the accreditation process (shown in Figure 1) found in the Regional Memorandum No. 278, s. 2019 and the CAR-PM-FTAD-05 (shown in Figure 2) for Quality Management System (QMS) that highlight visits and travels to the Schools Division Offices (SDOs) and specific schools for on-site assessment, evaluation of evidence and Document Analysis-Observation-Discussion (DOD). The onsite validation requires travel of 10 minutes to 14 hours to validate one school depending on the distance.

However, this normal procedure was affected by epidemic such as COVID-19 as travel restrictions is imposed pursuant to the Inter-Agency Task Force (IATF) guidelines. Nevertheless, the Basic Education-Learning Continuity Plan (BE-LCP) had ensured the learning continuity amidst health crisis by employing multiple learning delivery modalities, monitoring and evaluation schemes.

As the department continues its mission and schools strive for learning delivery using different modes, the Regional / Division SBM Task Force also needs to adapt and adjust some procedures from the normal movement to an alternative flow to guarantee its function despite the health crisis.

To fully achieve the goals and mandate, an integration or adaption of an online process in the SBM validation was crafted and piloted (the online platform of SBM validation is supported by the 100% participation of SDOs through their SBM Task Force – RM No. 167 s 2021) in consonance to RM Nos. 278, s. 2019 and 81, s. 2021. Along this line, the use of the contextualized SBM assessment tool is guided by the four principles of A Child (Learner)-and Community Centered Education System (ACCESs). These are the principles of:

1. Collective Leadership and Governance
2. Curriculum and Instruction
3. Accountability and Continuous Improvement
4. Resource Management

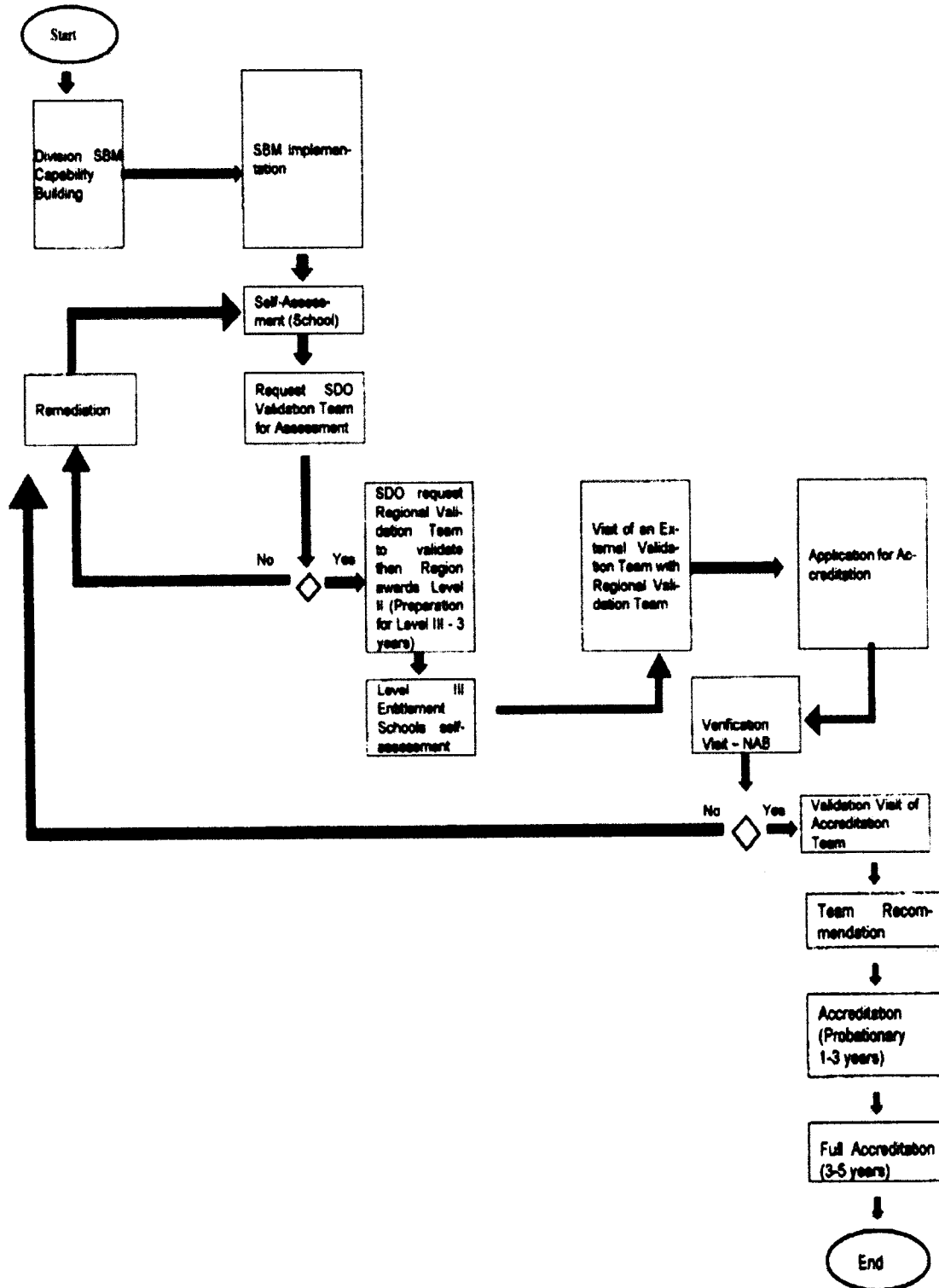


Figure 1. Quality Assurance Flowchart/Accreditation Process of SBM by the Philippine Accreditation System for Basic Education (PASBE)  
 (Source: RM No. 278, s. 2019)

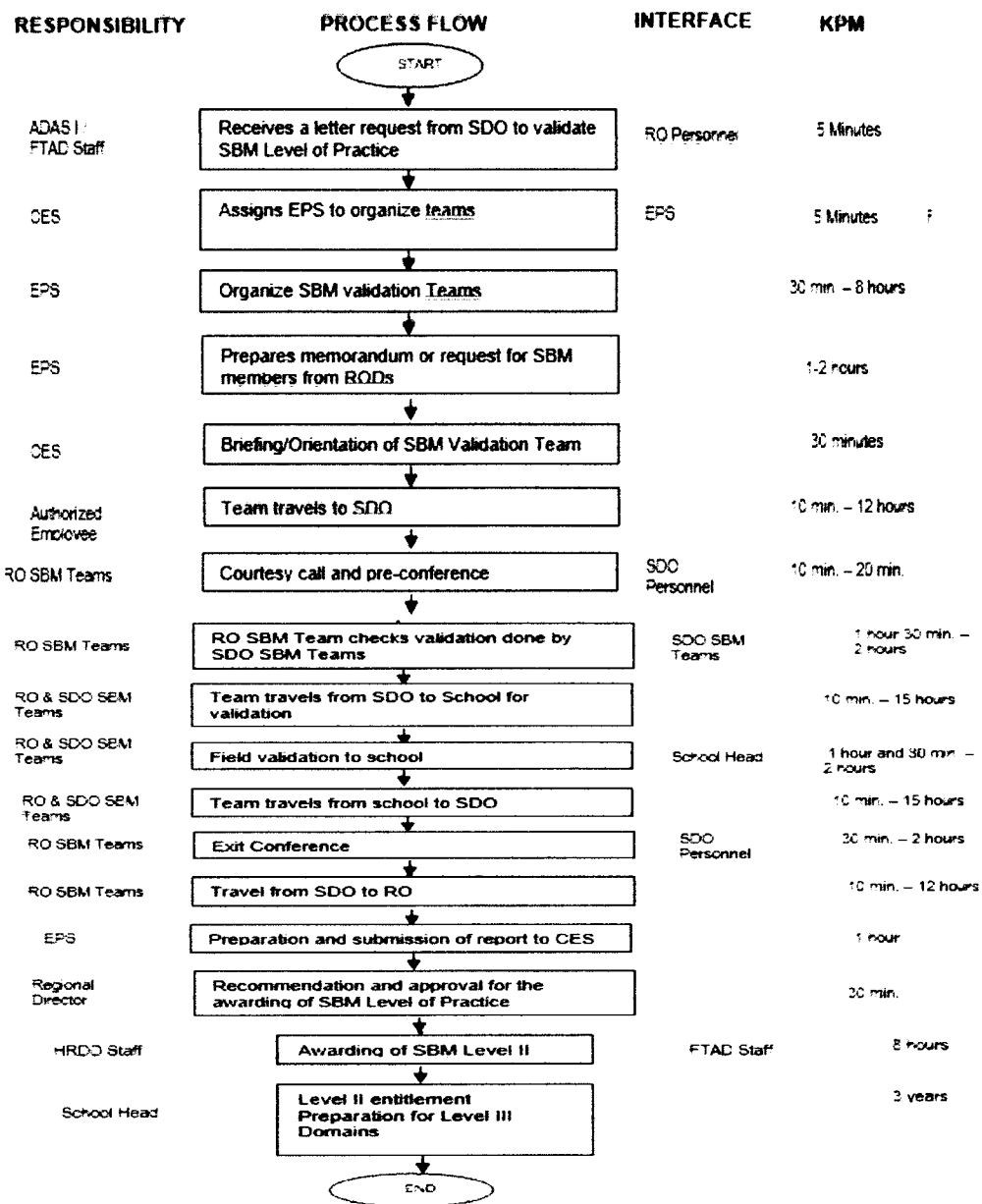


Figure 2. Screenshot of CAR-PM-FTAD-05 Validation of SBM Level of Practice (Source: FTAD QMS Procedural Manual)

The online mode of SBM validation is an adaptation of the usual validation practice integrating online procedures. **This shall serve as an alternative/option when onsite validation is not possible in consideration of the following factors:**

- a. preference/recommendation of the requesting SDO and school as to mode of validation (onsite or online);
- 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 committees.

The new process is ascertained by the existence of structured mechanisms, processes, and practices in all indicators. Also, the SBM Task Forces/Coordinating Teams from the district, division, and region validates the self-study/assessment before a level of SBM is established.

## **II. SCOPE**

This guideline shall cover the eight SDOs of DepEd-Cordillera Administrative Region (CAR) namely Abra, Apayao, Baguio City, Benguet, Ifugao, Kalinga, Mountain Province and Tabuk City, as well as all public elementary, secondary and integrated schools in the region particularly those schools which applied for SBM validation.

## **III. DEFINITION OF TERMS**

1. Current – evidence must be present, existing or actual.
2. Evidence/Mode of Verification (MOV) - documents that strongly supports the implementation of the SBM practices of the schools which is accurate, relevant and current.
3. Online – operating under the direct control of or connected to computer or internet.
4. Regional SBM Task force –Task Force in the region which is represented by the different regional functional divisions which generally offers strategic technical assistance among leader and partner schools based on, magnified need for stronger performance and accountability.
5. Scanned copy – electronic or digitized copy of MOVs/evidence
6. Upload – to transfer data or files from a computer or other digital device to the memory of another device especially via internet/Google Drive.

## **IV. POLICY STATEMENT**

The DepEd-CAR issued RM No. 278, s. 2019 which aims to facilitate the development of functional management system for continuing school improvement, opportunity in schools with potential to improve the quality of the organization's practice and learning outcomes through self-assessment and peer review; consolidate the best practice of accredited schools and utilize them for continuous upgrading of the SBM standards.

It is committed to ensure SBM accreditation and educational continuity despite existence of possible disruption while looking after the health, safety, and well-being of all SBM Task Force.

To further check the level of implementation of SBM in the region, the DepEd-CAR, through the FTAD, developed the online SBM validation process to address the challenges of any epidemic and/or catastrophe where limited or no face to face is possible.

## **V. ONLINE VALIDATION PROCEDURES**

The online validation is an adaptation of the usual SBM validation practice integrating online process. However, the onsite validation in a limited face to face platform is also considered provided that IATF protocol is not compromised.

Generally, the new process requires scanning devices and/or applications, internet connection, online Google applications and Microsoft Excel. The Google Form will serve as the submission link, the Google Drive will become the online data bank of scanned documents and the Google Sheet or the offline electronic tool will be used in adapting an online assessment form to be used during the evaluation process and the generation of reports on validated schools.

Guided by the SBM-PASBE accreditation processes stipulated in RM No 278, s. 2019 and the enhanced process in RM No. 81, s. 2021, the following procedures shall be observed:

### **1. School Self-Assessment**

Provided that school undergone self-assessment and the output claims an achievement of SBM Level 2 or 3 practice, the school requests validation by the SDO.

### **2. SDO SBM Task Force Validation**

The SDO facilitates and conducts validation through rigorous analysis of evidence supporting the SBM level. Validators shall use the contextualized SBM assessment tool given in RM Nos 278, s. 2019. With regards to the mode of validation, it is the discretion of the SDO SBM Task Force either to follow the usual process or establish an alternative/contextualized process provided that the quality of validation will not be compromised.

### **3. Endorsement of Schools**

SDO sends recommendation/endorsement of schools for level 2 or 3 validation to the regional office through Records Section or email address *car@deped.gov.ph* cc: *ftad.depedcar@gmail.com*. Accomplished and signed assessment tools shall be attached to the endorsement.

### **4. Registration and Uploading of Scanned Evidence**

SDO assists the recommended schools in accomplishing *Google Form* link: <https://tinyurl.com/OnlineSBMRegistration> and uploading the scanned evidence/MOVs to the assigned *Google Drive* folders. All evidence/MOVs should be scanned and uploaded except for the following:

- SIP- front page, approval/certificate of acceptance only

- COT - 5 samples per year
- Homeroom PTA meeting – 5 samples per year with minutes of meeting and catch-up plan

Scanned Certificate of Authenticity and Veracity of the submitted documents signed by Division SBM Task Force (see Enclosure No. 1) shall be included in the uploaded files. The list of evidence/MOVs to be uploaded will be based on the list of MOVs/evidence in the contextualized SBM assessment tool (Enclosure of RM 278, s. 2019). All files to be uploaded will be in Portable Document Format (PDF).

#### **5. Pre-Assessment of Uploaded Documents**

The Regional Office through FTAD receives endorsement, checks completeness of uploaded evidence/MOVs and facilitates validation by scheduling, assigning teams and providing the Google Drive link and evaluation tool link or electronic assessment tool. RO SBM Task Force shall undergo orientation prior the conduct of validation.

#### **6. Regional SBM Task Force Validation**

Regional SBM Task Force conducts online evaluation of evidence supporting the level of practice and interviews. On-site validation can also be done if necessary, provided that the head of office approves, and health protocols are strictly followed. The SBM validation team leader and/or FTAD consolidates the result and prepares summary report of validation.

#### **7. Release of Results**

The regional office releases memorandum on the result of SBM validation. Schools that met criteria of SBM 2 or 3 level of practice shall be recognized by the regional office. Awarded level 2 schools shall prepare evidence/MOVs for three years to be qualified for level 3 assessment and validation. Regional SBM Task Force recommends validated and qualified level 3 schools to Central Office for accreditation.

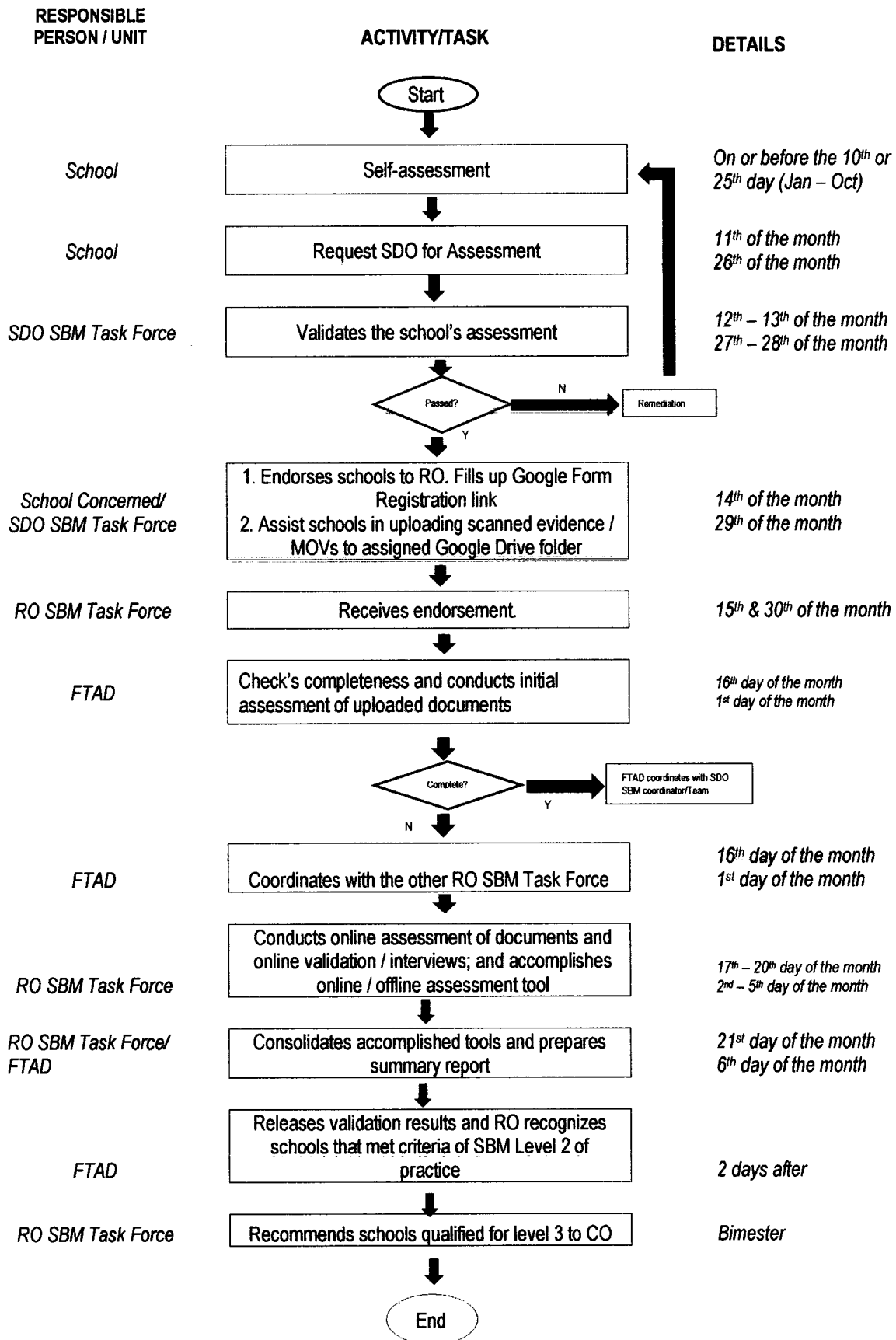


Figure 3. Online SBM Validation Flowchart



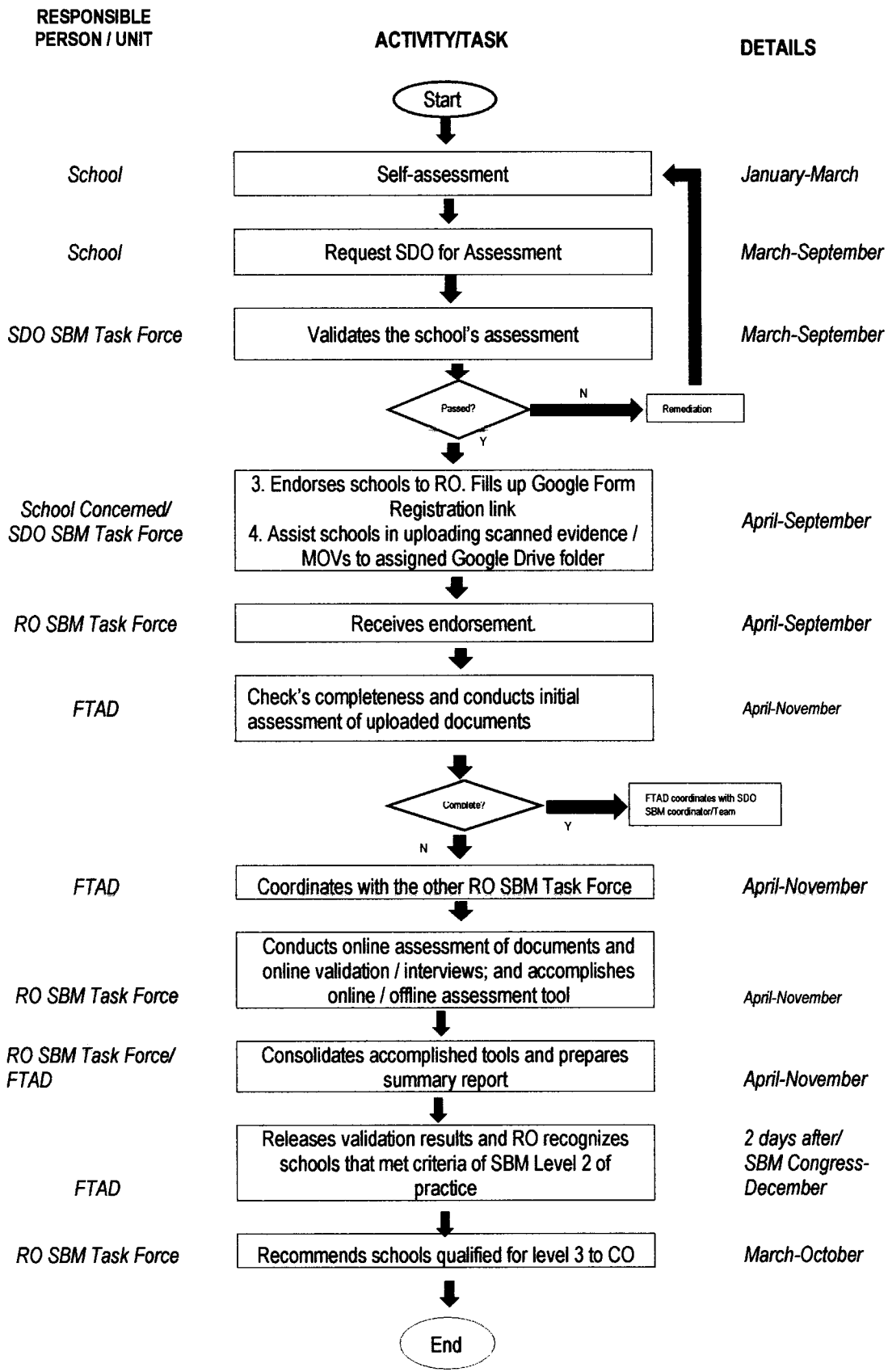


Figure 3. Online SBM Validation Flowchart

## **VI. MONITORING AND EVALUATION**

The regional office through the SBM Task Force shall ensure the implementation of these guidelines. It is the ultimate measure on the effectiveness of the TA provided to elementary, secondary, and integrated schools including the district offices and SDOs' employees regardless of age, gender, religious affiliation, ability or disability, and ethnicity or cultural background in the conduct of the online SBM validation which would facilitate feedback and suggestions.

Monitoring and evaluation results should be communicated to the officials and management of the region/division and other stakeholders for plan adjustment and decision-making.

The Regional /Division through FTAD/SGOD ensures the implementation of this policy regularly and all SBM validation/TA conducted will be reported during RMEA/DMEA.

## **VII. REFERENCES**

Republic Act 9155 of 2001 *on Governance of Basic Education Act of 2001*  
DepEd Order No. 83 s. 2012 *on Implementing Guidelines on the Revised School-Based Management Framework, Assessment Process and Tool*  
Regional Memorandum No. 278, s. 2019 *on Guidelines on the Utilization of School Based Management (SBM) Assessment Tool with Contextualized Means of Verification.*  
Regional Memorandum No 167 s 2021 *on Pilot Testing of the Proposed Online School Based Management (SBM) Level of Practice Validation*  
Procedural Manual for Quality Management System  
Inter-Agency Task Force for the Management of Emerging Infectious Diseases Guidelines

## **VIII. EFFECTIVITY/TRANSITORY PROVISIONS**

This policy shall guide the Regional and Division SBM Task Force in validating all schools despite epidemic that affects health crisis, travel restrictions, etc. If sustained, the online submission and evaluation of school documents shall ensure efficiency of SBM validation.

Hence, this implementing guideline shall be effective immediately upon issuance. The regional office and SDOs SBM Task Forces together with the School administrators shall adhere to this regional guideline to harmonize and unify the SBM online assessment process in public elementary, secondary and integrated schools. In fact, both transcending framework and school's advocacy of the region shall aim to level up the SBM level of practice of all schools.

This policy shall take effect upon approval of the Regional Director.

Enclosure 1 to RM No. \_\_\_\_\_ s. 2021

## **CERTIFICATION**

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 2 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 documents / evidence to support the application for SBM level 2 of practice submitted to Department of Education-Cordillera Administrative Region (DepEd-CAR) Regional Office.

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Name and Signature  
Division SBM Coordinator  
Date: \_\_\_\_\_

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Name and Signature  
Division SBM Task Force member  
Date: \_\_\_\_\_

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Name and Signature  
Division SBM Focal Person  
Date: \_\_\_\_\_