



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

2021 - 29199

DM- 2021 - 03 - 130

DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: _____ TIME: _____
BY: MAR 16 2021

DIVISION MEMORANDUM

No. 130, s. 2021

To: **Assistant Schools Division Superintendent**
Education Supervisor Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Division School-Based Management Coordinator
Division Planning Officer
Elementary and Secondary School Heads
All Others Concern

From: **VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent

Date: **March 15, 2021**

Subject: **CONDUCT OF SCHOOL-BASED MANAGEMENT ASSESSMENT AND VALIDATION FOR FY 2021**

1. Relative to the implementation of the School-Based Management, this Office, through the SGOD - School Management, Monitoring and Evaluation Section (SMME) conducted a special coordination meeting last February 8, 2021 at DepEd-Malaybalay City GAD Center re SBM Validation of schools.
2. The discussion includes the following: a. conduct of School-Based Management in schools; b. identify the indicators by principle to be included in the validation of documents; c. finalize the schedule of assessment and validation and d. other matters.
3. It was agreed by the special committee that the assessment and validation to all schools will be conducted on the third week of April 2021.
4. Furthermore, the Mode of Verifications (MOVs)/documents to be included in the assessment and validation was also agreed by the committee considering the new normal condition.
5. Result of the validation must be submitted on the last week of April 2021.
6. Enclosed are the assessment and validation team and list of MOVs per Principle.
7. Expenses incurred during this activity are chargeable against local funds, subject to the usual accounting and auditing policies, rules and regulations.
8. Should there be queries, contact **Edelina M. Ehora, SEPS - SMME/Division SBM Coordinator at 09368467029** or **Mary Gladys J. Dublas, EPS II - SMME at 09308266107**.





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Enclosure No. 1: Assessment and Validating Team

| DISTRICT | TEAM MEMBERS |
|----------|--|
| I | Aba Q. Allaba, Novem S. Sescon |
| II | Bonifacio M. Palo Jr., Woodrow B. Merida |
| III | Noel Tan Nery, Mary Gladys Dublas |
| IV | Liza G. Balintongog, Marsfifth M. Maputi |
| V | Vicente G. Sanmiguel, Edelina M. Eborra |
| VI | Manny Pimentel, Jimdandy S. Lucine |
| VII | Romil T. Jabonero, Lucil M. Cahucom |
| VIII | Jovy G. Molina, Rio Arbutante |
| IX | Ferdinand Mortera, Lorenzo O. Capacio |
| X | Evernold Berial, Rosalio P. Arangco |

Enclosure 2: List of Mode of Verifications per Principle

| PRINCIPLE | MODE OF VERIFICATIONS |
|--------------------------------|---|
| A – Leadership and Governance | <ol style="list-style-type: none"> 1. SIP, AIP, APP, Annual Budget 2. SIP Review, SMEA Report 3. Accomplishment Reports: Previous AIP, Project Teams 4. School Faculty Association, PTA, SSG (attach CBL) (Note: as ease or new set of officers) 5. Individual Plan for Professional Development, Training and Development Program for Leaders 6. Training Designs 7. Basic Education – Learning Continuity Plan 8. Others: CoViD – 19 Safety Protocols (Documentation, Pictures, Visitors Logbook, etc.) |
| B – Curriculum and Instruction | <ol style="list-style-type: none"> 1. Curriculums Offered (attach DO) 2. Self-Learning Modules, References, Supplemental Learning Materials 3. Action researches on Effective Teaching, Worksheets 4. Action Researches on Students Learning Basis for Developing Remedial Programs, Innovations/Invention implemented 5. Teacher's Portfolio, Assessment Results and Analysis of the following: Quarterly Assessment, Performance Task Result, SMEA Dashboards and Results 6. Child Protection Policy Implementation 7. Students' Portfolio, Auxiliary Services, SLMs, Awards Received by Learners, Star Classroom Structuring 8. Accomplishment Report: Project Teams |





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| PRINCIPLE | MODE OF VERIFICATIONS |
|---|--|
| C – Accountability and Continuous Improvement | <ol style="list-style-type: none">1. Organizational Chart/Structure (Faculty, Parents, Students, etc.), Definitions of Roles and Functions2. Appropriate Actions to address Gaps (SMEA Report)3. School Report Card, State of the School Address4. Assessment Tools, Clients Satisfaction Survey, Feedback Mechanisms, Information Collection: Suggestion Box, Documentation, Validation Techniques and Processes: FGD, Brainstorming, Triangulation, etc.5. SMEA Report: KPIs (Enrolment, LARDOs/SARDOs),6. School's PPAs Implementation (BE, SBM, SBFP, etc.), Technical Assistance, Proposed New Programs, Plan Adjustment: AIP7. Learning Delivery Monitoring Report8. Copy of Research Conducted |
| D – Management of Resource | <ol style="list-style-type: none">1. Regular Inventory of the following: Human Resource (Teaching and Non-Teaching Personnel, Students), Financial Resources, Physical Facilities)2. Tracker of Resources Received (Donated, Purchased, IGP Projects): Brigada Eskwela Report, etc. |

Note: Attached approved communications, attendance and pictures if necessary.

SMME/Lynne



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