



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

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**Office of the Schools Division Superintendent**

April 14, 2021

**DIVISION MEMORANDUM**

No. 129, s. 2021

**IMPLEMENTATION OF THE SCHOOL-BASED MANAGEMENT ONLINE  
PRE-VALIDATION SYSTEM (PROJECT SOP)**

To: Asst. Schools Division Superintendent  
Division Chiefs  
Education Program Supervisors  
All Public Elementary & Secondary School Heads  
This Division

1. In line with the execution of School-Based Management Online Pre-Validation System (Project SOP) which is anchored to the implementation DepEd Order No. 88, s. 2012 Re: *Implementing Guidelines on the Revised School-Based Management (SBM) Framework, Assessment Process And Tool (APAT)*, this Office hereby directs the Schools to start implementing the said project effective immediately.
2. The School SBM Coordinators shall serve as focal person in the uploading of SBM Artifacts and the accomplished SBM Validation Tool to the School Google Drive (Please see the attached Structure / Organization of Folders in the Google Drive). For those schools who have already organized their files, please share access (view only) to this email address [sgod.elsalvadorcity@deped.gov.ph](mailto:sgod.elsalvadorcity@deped.gov.ph).
3. Further, all schools are hereby directed to submit the SBM Action Plan for CY 2021 on or before April 21, 2021 in a portable data format (pdf) thru this email address: [maricris.quismundo@deped.gov.ph](mailto:maricris.quismundo@deped.gov.ph) cc: [nilo.lomongo@deped.gov.ph](mailto:nilo.lomongo@deped.gov.ph).
4. This initiative shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination on the account of age, gender, identity,

SGOD/smme



Address: Zone 3, Poblacion, El Salvador City  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Tel. No. (088) 555-0475 | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)



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sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

5. For information, guidance, and strict compliance.

**OLGA C. ALONSABE, PhD, CESE**  
Asst. Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following Subject:

SBM Project SOP

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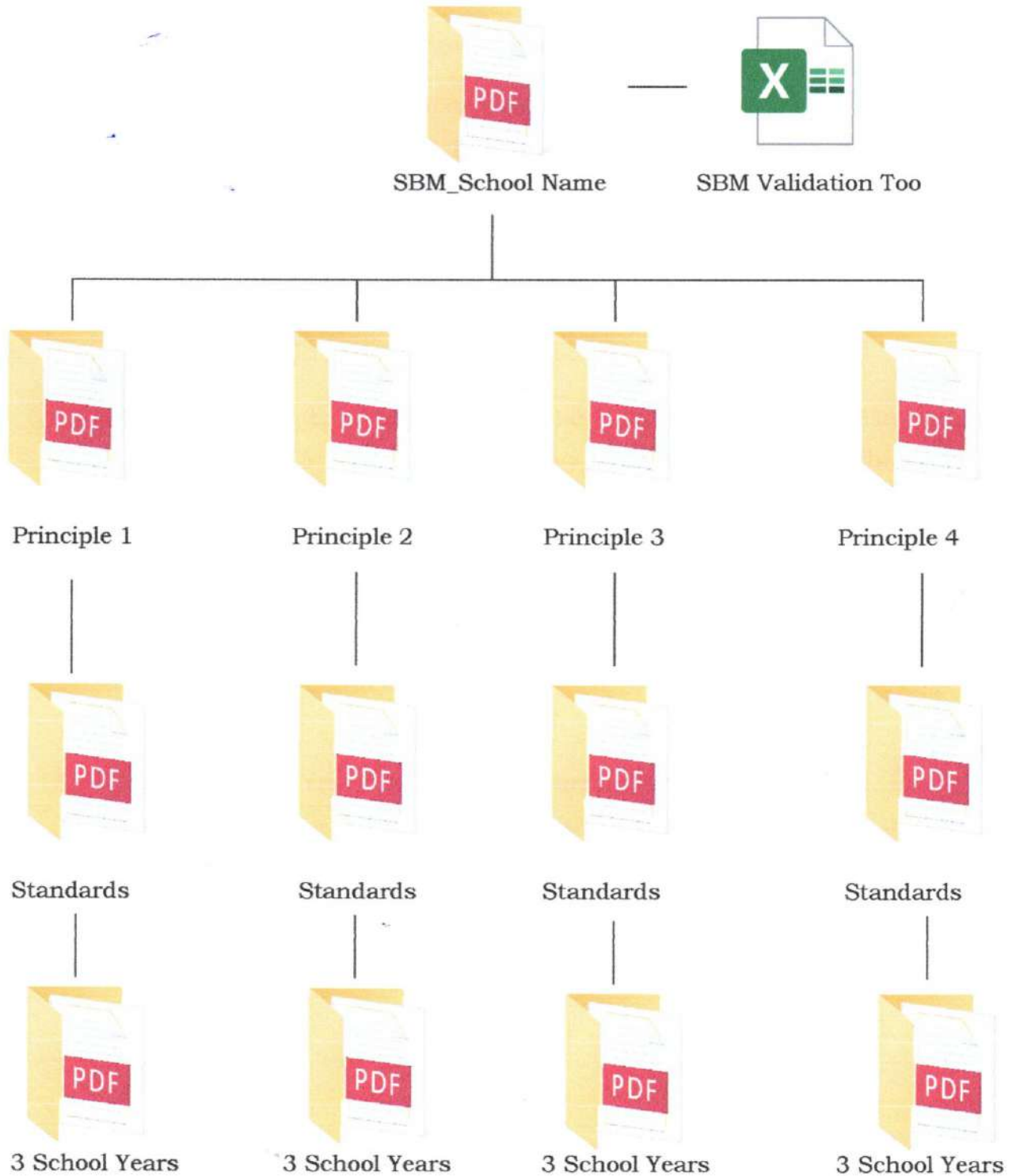


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Enclosure No. 1 Organization of Folders



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**Important Reminders for the organization of Artifacts:**

1. Please label each folder properly for easier checking of artifacts by the SBM Coordinating Teams (School and Division).
2. Please follow the format of the naming convention (filename\_ of the folders and artifacts given. For example: SBM\_School Name – in the actual file name it must be SBM\_Amoros Elementary School
3. For each principle, please create a folder per standard. For example, Principle 1 has 5 standards, therefore, you will create 5 subfolders under principle 1.
4. For each standard, please create a folder for each School Year (three school years) covered. Therefore, for each standard there will be three sub-folders to be created.
5. For each School Year, the necessary artifacts will be uploaded. Please label them properly for easier identification and checking. Please upload a portable data format (pdf) only.

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