



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

Office of the Schools Division Superintendent

June 29, 2021

DIVISION MEMORANDUM

No. 246, s. 2021

**SCHOOL-BASED MANAGEMENT (SBM) LEVEL OF PRACTICE
DIVISION LEVEL VALIDATION PROCESS AND REQUIREMENTS**

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

1. In line with 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 informs the field of the requirements of the Division validation process.
2. Below are the requirements to be complied by the schools for them to get the schedule of the Division validation:
 - a. Letter of Intent addressed to the Schools Division Superintendent;
 - b. Result of the SBM Self-Assessment (accomplished SBM Assessment Tool with Rating 1.5 and above) conducted together with the minutes from the meetings conducted and other documentation; and
 - c. Shared Drive (organized based on the Project SOP implementation – DM No. 129, s. 2021) thru sgod.elsalvadorcity@deped.gov.ph
3. The Division SBM Validation will be conducted thru virtual platform then the physical inspection shall follow. Please indicate the target date of validation at least two (2) weeks after the submission of the requirements. Further, please be informed that any missing requirements would mean cancellation of the schedule of the validation process.

SGOD/smme



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



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4. For clarifications, please contact the Division SBM Coordinator, Maricris P. Quismundo thru this email maricris.quismundo@deped.gov.ph.
5. This initiative shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. 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 Validation

SGOD/smme



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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.
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 cc: 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,

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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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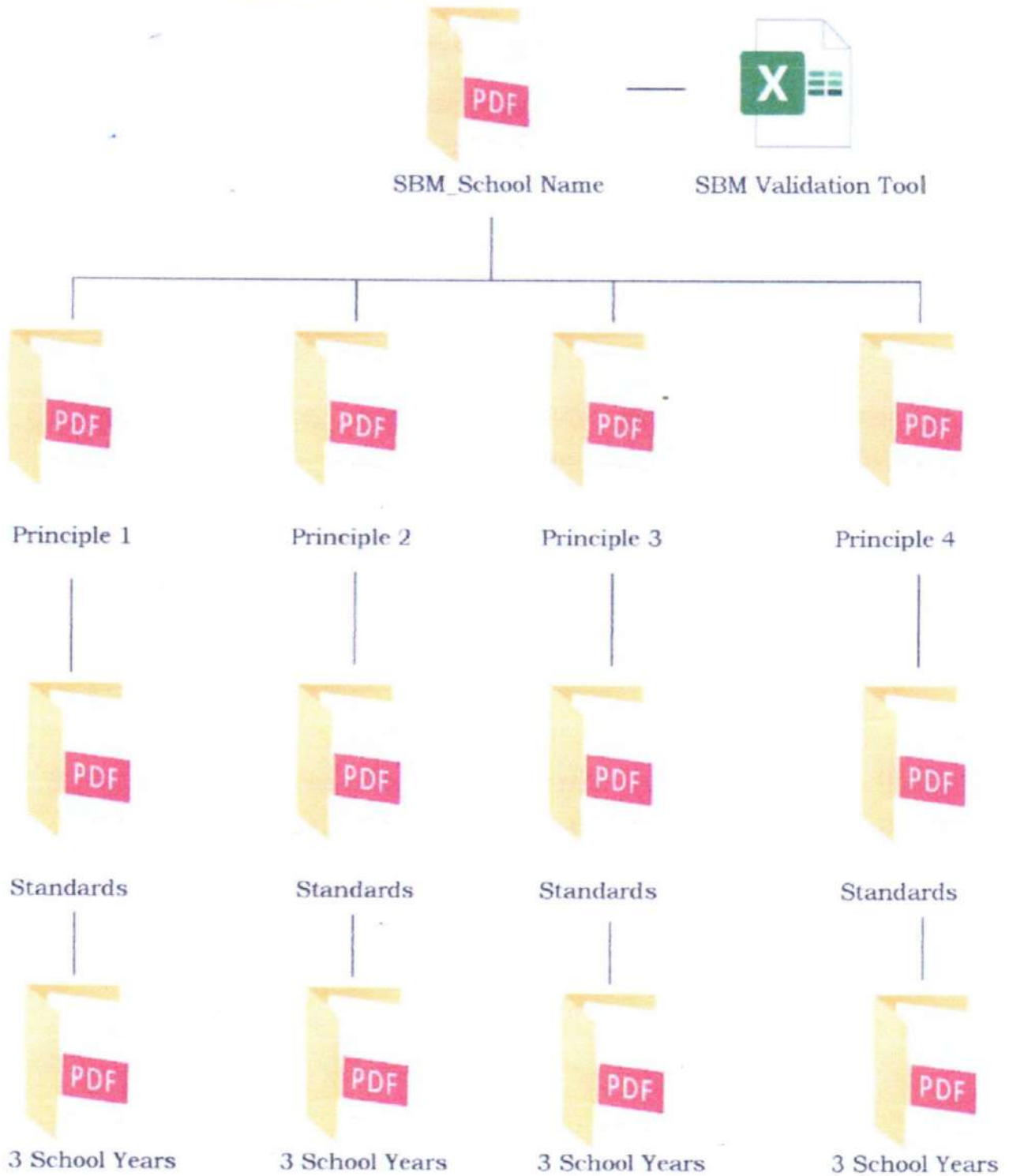


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Enclosure No. 1 Organization of Folders



SGOD/smme



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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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