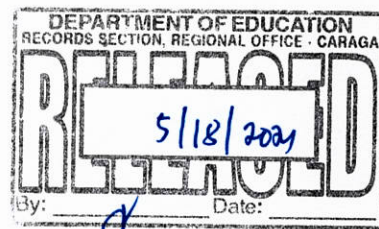




Republic of the Philippines
Department of Education
CARAGA REGION



May 18, 2021

REGIONAL MEMORANDUM

No. 303, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**VALIDATION OF SCHOOL-BASED MANAGEMENT (SBM)
LEVEL OF PRACTICE FOR CY 2021**

1. The field is hereby informed of the Validation of School-Based Management (SBM) Level of Practice for CY 2021 which shall commence on June 21, 2021 and shall end on November 30, 2021.

2. Because of the COVID-19 pandemic, this year's validation process shall adopt the blended approach and shall observe the following:

a. Phase I - Submission and Review of documents

- All necessary documents shall be saved electronically in a google drive by SBM Principle. Links shall be collected by the Division SBM Coordinator who shall send the consolidated links to the Regional SBM Coordinator at least one week before the schedule of validation.
- All files must be easy to access by assigning the restriction to "editor". This will avoid future problems.
- The assigned Regional Validator shall review and initially rate the practices based on the documents.

b. Phase II – Virtual Interview

- The virtual interview shall be done after the review of documents. During the interview, the school head is expected to assign a team of at most four members, composed of teachers and stakeholders per principle.
- One of the teachers shall be conversant of the documents saved in their google drive. The validator may ask to present the files for elaboration and discussion.

c. Phase III – Site/Ocular Visit

- Representatives from the Regional SBM Coordinating Team shall visit the schools after the review of documents and virtual interview in a separate schedule. The visit intends to check on



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the physical aspect of the school including but not limited to landscaping, classroom structuring, laboratories, gardens, façade, etc.

- During the visit, only the school head, school SBM Coordinator and/or the GPTA or SGC Chairperson shall meet and guide the team and answer few questions.
- Absolutely no gathering of people/stakeholders during the visit.
- Depending on the size of the school, the visit shall be good for 30-60 minutes only.

3. It is hereby enjoined that each Division shall be stringent in recommending the schools for validation by the region. This means that aside from the high rating of Key Performance Indicators (KPIs), the school must also have advanced level of documentation, high stakeholders' participation, presentable school environment, and positive teachers' attitude.

4. All schools for validation by the region shall submit their letter of intent, filled-up and duly signed SBM Validation e-Tool, and to be recommended by the Schools Division Superintendent. These must be emailed to the Regional Office through ftad_caraga@deped.gov.ph on/before June 15, 2021. Late submission shall not be included in the validation activity this year.

5. A separate memorandum on the indicative schedule of the validation shall be released as soon as all SDOs have submitted their recommendations.

6. For guidance and compliance.


EVELYN R. FETALVERO, PhD, CESO IV
Director IV *af*

Encl/s.: NONE

Reference/s: NONE

To be indicated in the Perpetual Index
under the following subjects:

SBM VALIDATION

FTA/apm
05/18/2021