



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
 SCHOOLS DIVISION OF BATANGAS

DepEd - Division of Batangas  
 RECORDS SECTION  
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**DIVISION MEMORANDUM**  
 No. 023, s. 2022

**CALL FOR SUBMISSION OF APPLICATION FOR VALIDATION OF SCHOOLS WITH SCHOOL-BASED MANAGEMENT (SBM) LEVEL 3 OF PRACTICE FOR SY 2020-2021**

**TO:** Assistant Schools Division Superintendents  
 Chief- Curriculum Implementation Division (CID)  
 Chief- School Governance and Operations Division (SGOD)  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

- Pursuant to Regional Memorandum No. 41, s. 2022, SDO Batangas through School Management Monitoring and Evaluation (SMME) Section informs the field to submit application for validation of schools with SBM Level 3 of Practice for SY 2020-2021 through PSDS until January 28, 2022 at <https://tinyurl.com/SBMLevel320202021> following this template.

DISTRICT	NAME OF SCHOOL	SCHOOL ID	NAME OF SCHOOL HEAD	POSITION	SELF-ASSESS ED SBM SCORE

- Relative to this, validation of submitted self-assessed SBM Level of Practice shall be done in February 2022 by the SDO Validating Teams.
- Schools that will pass the said validation shall be submitted to the Regional Office on March 4, 2022.
- In connection with the conduct of this activity, please find the attached Regional Memorandum for your reference.
- Immediate dissemination of this Memorandum is earnestly desired.

  
**MERTHEL M. EVARDOME, CESO V**  
 Schools Division Superintendent  
*dmr*

DEPEDBATS-ODS-F-009-R1/11/22/2021



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Dep-Ed-Division  
of Batangas  
ICT SECTION

DEPED-4A-04-RM-22-41

Date: JANUARY 24, 2022  
Time: 3:34  
By: *[Signature]*

18 January 2022

**Regional Memorandum**

S2-103825

**CALL FOR SUBMISSION OF APPLICATION FOR VALIDATION OF SCHOOLS WITH SCHOOL BASED-MANAGEMENT (SBM) LEVEL III OF PRACTICE FOR SY 2020-2021**

**TO: SCHOOLS DIVISION SUPERINTENDENTS**

1. Pursuant to DO 83, s. 2012, RM 52, s. 2021, and RO No. 7, s. 2021, this office, through the Field Technical Assistance Division is requesting the Schools Division Office to submit the application for validation of schools with School Based-Management (SBM) Level III of practice until March 4, 2022.
2. Relative to this, the paper validation is scheduled from April until May 2022. The on/offsite validation will be held in July to August 2022. The issuance of the official list of SBM level 3 schools is set in September 2022. See enclosure 1 for the template of submission.
3. The schools will undergo an annual validation process using the SBM Assessment Tool regardless of size. A self-evaluation process enables a school to identify discrepancies between its state of practice and a set of agreed standards: Elementary Schools Accreditation (ESA) - Kindergarten to Grade 6, Junior High Schools Accreditation (JHSA) - Grades 7 to Grade 10, Stand Alone Senior High Schools Accreditation (SHSA) - Grades 11 and 12, and Integrated Schools Accreditation (ISA)- Elementary-JHS, JHS-SHS and Elementary-SHS. See Enclosure 2 for the Steps on Evaluation on SBM Self-Assessment in Schools and Learning Centers.
4. As prerequisite in the process of application for SBM Accreditation, the school shall gain the minimum rating in the combination of learning outcomes and means of verification from the DOD validation as follows: A. Performance Rating (60%) composed of Access (Enrollment Increase) - 45%, Efficiency (Dropout Rate, Promotion/Graduation Rate) -25%, Quality(Achievement Rate) – 30%; B. Document Analysis, Observation and Discussion (40%) composed of Leadership and Governance – 40%, Curriculum and Instructions – 30%, Accountability and Continuous



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Improvement – 25%, and Management of Resources (15%). SBM Level of Practice, Description, and score are as follows: Level I Developing (0.50-1.49), Level II Maturing (1.50-2.49), and Level III Advance (2.50-3.00). Refer to RM No. 53, s. 2021 for the suggested MOVs as your assessment guide.

5. After the school's SBM self-assessment, the Division Validating Team will consider the steps provided in Enclosure 3.
6. The SBM level is ascertained by the existence of structured mechanisms, processes, and practices in all indicators. Schools will utilize the electronic tool for their self-assessment. Team of practitioners and experts from the district, division, region, and central office validate the school self-assessment before the level of SBM is awarded. A school in advanced level (Level III) may apply for accreditation.
7. Strict adherence to the IATF Health Protocols and Office Health Standards must be observed in the conduct of this activity.
8. For clarifications, kindly contact Michael Girard R. Alba, Chief of Field Technical Assistance Division for details at 09178885853.
9. Immediate dissemination of this Memorandum is highly desired.

  
**FRANCIS CESAR B. BRINGAS**  
Regional Director  




## **Enclosure 2: Steps on Evaluation on SBM Self-Assessment in Schools and Learning Centers**

1. Organize a team composed of at least 10 members from the school stakeholders wherein one serves as a team leader, one as a team secretary and two members for each principle.
2. Conduct a short preliminary meeting of the team. This shall be done to strategize on the organization and presentation of the artifacts or MOVs based on the Schools Improvement Plan (SIP), Annual Improvement Plan (AIP), and School Learning Continuity Plan (SLCP). Further, this meeting shall be a venue to orient the team on the use of the Assessment tool for verification of the MOVs and the Document Analysis, Observation, and Discussion (D-O-D) process.
3. Conduct the self-assessment procedure simultaneously by principle. In line with the relevant documents, school's artifacts should be presented accordingly following the indicators in the Assessment Tool (see Regional Memorandum No. 53, s. 2021).
4. Conduct observations to obtain process evidence which proves the actual practice of the school and the school's focus on learner-centered learning like being cooperative, interactive, doing problem solving, and decision making. Discuss the synthesized documentary and process evidence as friendly non-confrontational conversation to explain, verify, clarify, and argue the evidence. Invite members of the school community who were engaged in the collection and presentation of evidence to participate in the discussion.
5. Conduct the Assessment Proper: D-O-D Process. Classify and evaluate the documents by principle. Gather and analyze evidence using the D-O-D process and select samples of documents using emergent including but not limited to sampling and snowballing technique. Summarize the evidence and arrive at a consensus as to what rating to give to each indicator based on documented evidence. Conduct process validation.
6. Conduct Post or Exit Conference/Meeting.
7. Accomplish self-assessment report.

**Enclosure 3: Steps for Division Validating Team for Submission to Regional Office**

1. Receive school's request letter for validation.
2. Conduct of validation of School's Level of Practice.
3. Consolidate and submit the list of schools' SBM Level of Practice to the School Governance and Operations Division (SGOD) Chief.
4. Consolidate and finalize the Level of Practice of Schools.
5. Issue recommendation/ endorsement by the Schools Division Superintendent (SDO).
6. Submit to the Region of the List of Schools with Level III Practice for recommendation to be validated