



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE-IFUGAO
Lagawe



Division Memorandum
No. 164, s 2016

TO: All EPS District In-Charge and PSDS
Elementary and Secondary School Heads

FROM: **SALLY B. ULLALIM, CESO V**
Schools Division Superintendent

DATE: September 1, 2016

SUBJECT: CONTINUOUS IMPROVEMENT IN THE SBM LEVEL OF PRACTICES
AMONG THE ELEMENTARY AND SECONDARY SCHOOLS

1. In line with DepEd Order No. 83, series of 2012, this office hereby advises all schools to sustain all effort in strengthening the School Based Management (SBM) practices among our schools.
2. In connection with this, the following activities shall be undertaken:
 - a. Organization of the school level SBM Assessment Team who shall be in charge in assessing the level of SBM practices in their school. Suggested members of the team are:
 - Representative of the teachers' group
 - Representative of the PTA
 - Representative of the School Governing Council (SGC)
 - Representative from the Local Government Unit Official
 - School Head
 - b. Capability building of the School SBM Assessment Team;
 - c. Conduct Assessment of the SBM of Practice during the month of September and December;
 - d. Organization of District Validating Teams with atleast three to five members and shall be chaired by the District Supervisor or the EPS assigned. The members shall be from among the elementary and secondary school heads;
 - e. Validation of the SBM level of practices of all schools in the district by the District Validating Team during the months of September and October;
 - f. Division and Regional level validation for schools that qualify **Level Two and Three**; and,
 - g. National Level Validation for PASBE entry schools (Schools with SBM Level of Three).

3. The schedule of activities is as follows:

Activities	Time Frame	Persons In-Charge
Organization of School SBM Assessment Team	First Week of September 2016	School Heads

Capability Building of SBM Assessment Team	Second Week of September 2016	School Heads
Assessment of the School SBM Level of Practice	September (Third week)	School Validation Team
Organization of District Validation Team	September (Second week)	PSDS/EPS In-Charge
Validation of the SBM Level of Practice in the District by the District Validation Team	4 th Week of September - October 2016	District Validation Team
Coaching and Mentoring of schools	September – October 2016	EPS, PSDS, and School Heads
Submission of School Level of Practice to District Validation Team by the School Heads	September 23 of September 2016	School Heads
Submission of the Level of Practice of Schools in the Districts by the District Supervisor to the Division Office	First week of November 2016	PSDS/EPS In-Charge
Conduct of Division Level Validation	November 2016-December 2016	Division Validation Team
Conduct of Regional Level Validation	January 2017	Regional Validation Team
Conduct of National Level Validation	March to May 2017	National Validation Team

4. For compliance, immediate and wide dissemination of this memorandum to all concerned is highly enjoined.