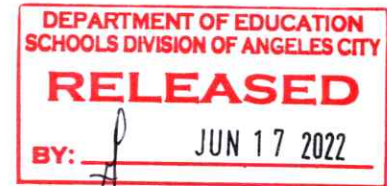




Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



**Office of the Schools Division
Superintendent**

June 15, 2022

DIVISION MEMORANDUM

No. 236 s. 2022

**REVISED SCHOOL-BASED MANAGEMENT (SBM) FRAMEWORK AND ASSESSMENT PROCESS
FOR SCHOOL YEAR 2021-2022**

**To: Assistant Schools Division Superintendent
Chief ES, CID
Chief ES, SGOD
Public Schools District Supervisors
Education Program Supervisors
Heads of Public Elementary and Secondary Schools**

1. In line with the Regional Implementation Guidelines on the Validation Processes of School-Based Management (SBM) Level of Practice Per DepEd Order No. 83, s.2012, the Division of Angeles City, through the School Management Monitoring and Evaluation (SMM&E) Unit shall adopt the following revised School-Based Management (SBM) Framework and Assessment Process for S.Y. 2021-2022:

A. Framework

A.1. The Framework of Division SBM Validating Team shall be composed of two (2) teams. Team A shall validate the Junior, Integrated, and Senior High Schools and Team B shall validate the elementary schools:

- Team A:
 - Leadership and Governance**
Edgar L. Manabat PhD
Anastacia Nimfa Aquino EdD
Marilou Q. Castro
 - Curriculum and Instruction**
Agnes Manabat EdD
Maria Tara Clemente
 - Accountability and Continuous Improvement**
Elizabeth David
Ana Merla Magtoto
 - Management of Resources**
Arcely Garcia



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Cezar Hernandez

• Team B:

Leadership and Governance

Amando Yutuc PhD
Percival Capitulo PhD
Maria Leonora Vinoya

Curriculum and Instruction

Leonida Quinto EdD
Ericson Cabrera

Accountability and Continuous Improvement

Glenn P. Sarmiento
Amelita Pineda

Management of Resources

Ana Marie Carmen Romero
Walter Estabillo EdD

B. Assessment Process

B.1. The SBM validation shall consist of two (2) activities:

- The SBM Self-Assessment Tool to determine the school's level of SBM practice by the school stakeholders themselves; and
- The DOD (Document Analysis, Observation, Discussion) utilizing an SBM assessment tool as reference to gather data in analyzing the four (4) principles such as: Leadership and Governance, Curriculum and Instruction, Accountability and Continuous Improvement, and Management of Resources.

B.2. The DOD shall follow the three essential steps in evaluating the validity of the presented pieces of evidence:

- Conduct Document Analysis using artifacts (both print/non-print)
- Conduct observations to obtain process evidence through group interviews (limited face-to-face)
- Discuss the synthesized documentary and process evidence (consensual decision) based on the above processes through a wrap-up session.

B.3. The SBM validation process shall be conducted at the end of the school year and one (1) whole day will be allotted for the DOD.

B.4. The SBM validation shall take place every Tuesday, Wednesday, and Friday, as much as possible.



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B.5. The School Heads/Division SBM Validating Team shall strictly adhere to the prescribed guides and pertinent steps in the SBM validation process.

B.5.1. Pre-validation Steps

- The school leader shall convene with the different stakeholders in accomplishing the assessment tool to identify the means of verifications (MOVs) or the pieces of evidence to justify the indicated rating.
- The School Head and other school stakeholders shall accomplish the SBM Self-assessment Tool and shall be submitted through the designated google drive of each school.
- The School Head shall reflect and identify their own respective innovative outputs, effective practices per components as a result and impact of PPAs conducted to improve learner outcomes.
- The School Head shall likewise look into the alignment of the implemented innovative PPAs to the ESIP, AIP, WFPs and BE LCP considering the goals and activities stipulated in the OPCRF and IPCRF documents which have a significant/evident impact upon the learning outcomes of the learners.
- The print/non-print Means of Verifications (MOVs) shall be prepared before the actual day of validation.
- The PSDS in-charge, School Head, SBM Coordinator, Principle Leaders shall review and validate the accuracy of the documents (print/non-print).

B.5.2. Actual Validation Steps

- The Division SBM Validating Teams shall be assigned to validate all public schools.
- The school shall conduct a virtual short program to formalize the solemnity of the activity following this format:
 - A. Invocation
 - B. Welcome Remarks of School Head
 - C. Short Presentation of School Profile, Innovations, and Best Practices
 - D. Introduction of SDO SBM Validating Team members as SBM Validating Team by the SDO team leader
 - E. Brief Overview of the D-O-D Process by the SDO SBM Validating Team leader
- The Division SBM Validating Team's validation process shall follow a triangulation method by analyzing the documents, conduct of limited face-to-face interviews with the teachers, learners, and external stakeholders. The impact of the PPAs implemented shall be given premium so that innovations shall be properly appreciated and recognized specifically in the aspect of curriculum and instruction which underscores learning outcomes.



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- The actual D-O-D schedule is as follows:

8:00-9:00	Short Program
9:00-12:00	Document Analysis
1:00-1:45	Interview with the External Stakeholders
1:45-2:30	Interview with the Teachers
2:30-3:15	Interview with the Learners
3:15-4:00	Wrap-up Session/Report Writing
4:00-5:00	Discussion with the School Stakeholders and Announcement of Rating
- The School Head shall be allowed during the document analysis to join any of the SBM principle as needed.
- The Division SBM Validating Team shall discuss the validation findings, recommendations, and best features of the school to provide school heads an overview of their performance and the things that need further TA for improvement on the day of the validation.
- The ratings together with the findings, recommendations, and best features shall be announced on the same day after the validation.
- A feedback form shall be accomplished by the School Head, SBM Coordinator, and Principle Leaders after the validation process for comments or suggestions.

B.5.3. Post Validation Steps

- The Division SBM Validating team leader, in collaboration with all members, shall prepare the report in preparation for the provision of findings, recommendations, and best features.
- The school shall disseminate the recommendations given by the Division SBM validating team to their stakeholders.
- An action plan to address and implement the recommendations shall be prepared by the school.
- The PSDSs shall monitor and provide technical assistance in the implementation of the action plan recommended by the Division SBM Validating Team and duly signed by the Schools Division Superintendent.

B.6. Scoring Guides

- The four (4) principles are given percentage weights based on their relative importance to the aim of school on improved learning outcomes and school operations, based on intermediate learning outcomes of DepEd.



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- The score/points shall be taken from the rubric provided per DO83, Series 2012 as the school head assesses their SBM practice.
- The points garnered shall be multiplied by its corresponding percentage weight.
- Each principle has its corresponding standard means of verification documents based on the intermediate learning outcomes of the DepEd. However, the MOVs are dependent on the context of the schools or whether such programs are relevant to the existing targets for school performance. Alignment of all MOVs in every PPAs conducted shall be referred to the ESIP, OPCRF, AIP, WFP, BE LCP and other pertinent official documents.

B.7. The Description of SBM Levels of Practice are as follows:

Level I: Developing – Developing structures and mechanisms with acceptable level and extent of community participation and impact on the learning outcomes. MOVs indicate early or preliminary stages of implementation.

Level II: Maturing – Introducing and sustaining continuous improvement process that integrates wider community participation and significantly improves performance and learning outcomes. MOVs indicate planned practices and procedures are fully Implemented.

Level III: Advanced (Accredited Level) – Ensuring the production of intended outputs/outcomes and meeting all standards of a system fully integrated in the local community and is self-renewing and self-sustaining. MOVs indicate practices and procedure satisfy quality Standards.

B.8. The following are the four (4) principles with their corresponding percentage weights:

Dimension of SBM Practice	Percentage Weight
Leadership and Governance	30%
Curriculum and Instruction	30%
Accountability and Continuous Improvement	25%
Management of Resources	15%

B.9. The DOD Process shall follow this scoring guide for the MOVs presented:

Numerical Rating Scale	Description
0	No evidence



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1	Evidence indicates developing structures and mechanisms are in place to demonstrate ACCESS
2	Evidence indicates planned practices and procedures are fully implemented and aligned to ACCESS
3	Evidence indicates practices and procedures satisfy quality standards

B.10. The Division SBM Validating Team shall compute the scores by principle following this formula:

Total Score/Points x weighted percentage allotted to each principle

<p>Principle 1: Leadership and Governance (30)</p> <p>Total Score: 9 No. of Indicators: 5 Weighted Percentage 30% $9/5 \times .30 = .54$ points earned for Leadership and Governance</p>	<p>Principle 3: Accountability and Continuous Improvement (25)</p> <p>Total Score: 9 No. of Indicators: 5 Weighted Percentage 25% $9/5 \times .25 = .45$ points earned for Accountability and Continuous Improvement</p>
<p>Principle 2: Curriculum and Instruction (30)</p> <p>Total Score: 12 No. of Indicators: 7 Weighted Percentage 30% $12/7 \times .30 = .51$ points earned for Curriculum and Instruction</p>	<p>Principle 4: Management of Resources (15)</p> <p>Total Score: 10 No. of Indicators: 5 Weighted Percentage 15% $10/5 \times .15 = .3$ points earned for Management of Resources</p>

B.11. **Below is the sample result of the final rating:**

Areas	Weight	% weight	Numerical Rating	Descriptive Rating
A. SBM Assessment Score (DOD) and Intermediate Learning Outcomes	Leadership and Governance (30)	<u>.54</u>	1.80	Maturing



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	Curriculum and Instruction (30)	<u>.45</u>		
	Accountability and Continuous Improvement (25)	<u>.51</u>		
	Management of Resources (15)	<u>.30</u>		
	Total 100%			
TOTAL	100%	FINAL RATING	1.80	Maturing

SNumerical Rating Scale	Description
0.50 – 1.49	Developing
1.50 – 2.49	Maturing
2.50 – 3.0	Advanced

B.12. Validation of Accredited and Non-Accredited Schools

- Non-accredited schools shall follow the process of validation and scoring guides mentioned above.
- Regionally accredited schools shall be assessed following the Implementation Guidelines for Performance Sustainability of Level 3 Schools in School-Based Management Practices made by the Regional Office.
- The order of validation shall be as follows:
 - 1st – SBM Level 3 schools
 - 2nd – SBM Level 2 schools
 - 3rd – SBM Accredited schools


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 Schools Division Superintendent

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