



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JAN 24 2022

MEMORANDUM

No. 009, s. 2022

**2022 VIRTUAL SCHOOL-BASED MANAGEMENT (SBM)
VALIDATION GUIDELINES AND RECERTIFICATION**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. SDO – Muntinlupa has established a significant increase in the number of schools that reached levels 2 and 3 of the SBM Practice. School-Based Management (SBM) undoubtedly sets standards in a school's day-to-day operations. It provides high premiums on the great importance of a quality management system and a high level of stakeholders' involvement in DepEd's strategic priorities towards access, quality, and governance.

2. To ensure the smooth implementation of this year's SBM validation and recertification activities, guidelines shall be observed as follows:

I. SMB Level of Practice Self-Assessment. This activity has been simultaneously undertaken by the schools using the prescribed checklist on December 1-10, 2021, as per the Division Memorandum dated October 26, 2021, titled, "School-Based Management (SBM) Online Self-Assessment in the Time of Covid-19 Pandemic."

II. The SBM Virtual Validation Teams. This is a joint program organized by the Division SBM Validation Committee and the School SBM Committee.

a. The Division SBM Team

- Composed of 4 members (2 PSDS, 1 SEPS, and Assigned PSDS)
- The assigned PSDS must be present during the validation process but not as a validator
- The Division SBM Coordinator, together with the EPSp II serves as the process owner and secretariat

b. The School SBM Team

- Composed of the School Head, SBM Coordinator, Chairs of the 4 Dimensions, and 3 Anchor Members



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- The following are the specific spot assignments during virtual validation:

School Team	Functions
School Principal with the SBM Coordinator	• In charge of the overall supervision and facilitation of the process
4 SBM Dimension Chairs	• Assigned in the school SBM room equipped with gadgets capable of taking live video
1 Anchor Member	• Assigned in the school Classroom areas, equipped with gadgets capable of taking live video
1 Anchor Member	• Assigned in the school hallways and CR areas, equipped with gadgets capable of taking live video
1 Anchor Member	• Assigned in the school ground areas, equipped with gadgets capable of taking live video

III. The SBM Virtual Validation Process

This activity is planned to be implemented in 7 days where there are 4 schools validated each day on February 8, 10, 15, 17, 22, 24, and 28, 2022. The identification and scheduling of schools on the above dates will be done through a random process.

a. The School SBM Team

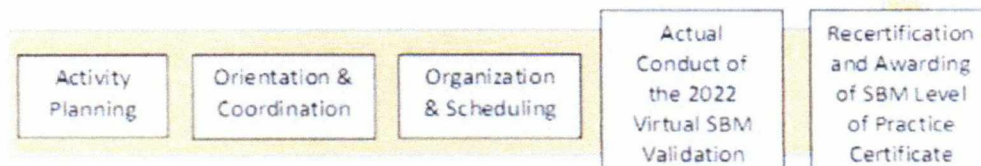
1. Submits to the Monitoring and Evaluation (M&E) Section a copy of the filled-out "Self-Assessment Checklist". *(Refer to Division Memorandum dated October 26, 2021, titled - School-Based Management (SBM) Online Self-Assessment in the Time of Covid-19 Pandemic).*
2. Organizes the team and give orientation on the process and their functions
3. Coordinates with the M&E Section on the validation schedule and other related matters
4. Creates virtual meeting link and shares the meeting link to M&E section for proper dissemination
5. Generates/gathers all the observations provided by the validators during post-conference
6. Conducts post conference among members of the school team

b. The Division Validation Team

1. Conducts an orientation regarding validation activity, with the M&E section as the process owner and activity secretariat
2. Prepares a Memorandum on the validation schedules
3. Coordinates with the members of the Division team as well as schools on important matters related to the activity
4. Facilitates and does validation process using the prescribed checklist
5. Provides feedback with the school SBM team based on the observation during the validation process

6. Conducts deliberation, finalizes validation report, and submit a copy of the report to the M&E Section.

IV. The Major Phases of SBM Validation



V. SBM Level of Practice Recertification and Awarding

The recertification and awarding activities will be conducted on March 16, 2022, via a virtual platform.

3. Relative to this, the Division SBM Committee will conduct an orientation to School Heads and SBM Coordinators on **January 28, 2022**, at 2:00 p.m. via Google Meet.
4. For information and strict compliance.


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

Enclosure: As stated
References: none
To be indicated in the Perpetual Index
under the following subjects:

MONITORING
EVALUATION
ACTIVITY