



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 08 2022

MEMORANDUM

No. _____, s. 2022

**CORRIGENDUM TO DIVISION MEMORANDA 009-2022 AND 015-2022
RESPECTIVELY ENTITLED "VIRTUAL SCHOOL-BASED MANAGEMENT (SBM)
VALIDATION GUIDELINES AND RECERTIFICATION", AND "SCHEDULE OF
THE 2022 SCHOOL-BASED MANAGEMENT (SBM) LEVEL OF PRACTICE
VALIDATION IN THE TIME OF PANDEMIC"**

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. In consideration of the request of the School Heads, SBM Coordinators, and Supervisors that the SBM validation process be done through face-to-face modality since the National Capital Region is now on Alert Level 2, this Division informs the field that the request is granted; thus, the new validation guidelines are enforced as follows:

A. On Validation Tools to Be Used. For the opportunity of having a face-to-face validation process, the Division validation team will use the regular tool utilized during the regular SBM level of practice validation and certification. However, if the school intends to simply maintain its current status through recertification or renewal of the level of practice, the rapid status validation checklist that was designed in the time of COVID-19 pandemic will be used.

The said validation tools are detailed as follows:

- For renewal and recertification only:
 - *Rapid Self-Assessment / Status Checklist on Sustaining School-Based Management (SBM) Practice in the Time of COVID-19* (Enclosure No. 1)
(Division Unnumbered Memorandum dated April 14, 2021)
- For the intent to step up the level of practice:
 - Regular SBM Tools* (Enclosures No. 2 & 3)
 - *Revised SMB Validation Tool for the Four Dimensions*
 - *Regular SBM Self-Assessment Checklist*



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 8805-9935, (02) 8805 - 9940
sdo.muntinlupa@gmail.com



ISO 9001:2015
Certified



ISO 9001:2015
Certified No: 18.1519.026

035

0208010

B. On SBM Validation Procedure. The validation procedure during the actual regular face-to-face activity are as follows:

Activity	Responsible Personnel	Average Time Duration
1. Brief Welcome Program	School Personnel	10 minutes
2. Actual validation across dimensions	Division and School Teams	1 ½ hour
3. Interview with the stakeholders	- Division and School Teams - Teachers' representative - Non-Teaching personnel's - Students' representative - Parents' representative - Barangay representative	1 hour
4. Presentation of the results to the school team	Division and School Teams	20 minutes
5. Conduct of post-conference	Division and School Teams	10 minutes

All Level 3 schools shall sustain their level of practice status in three consecutive years; however, to ensure sustenance of the school practices, a simple validation procedure must be undertaken, specifically activities 1, 2, and 5 of the above-indicated validation procedure.

C. On Members of the Division and School Teams During Validation Day. To ensure compliance with safety protocols in the time of the COVID-19 pandemic, the members composing the validation team shall be as follows:

The Division Team	The School Team
Dimension Validators (4) Team Leader (1)	One (1) Representative per Dimension Team Leader (1)

D. On Actual Validation Schedule. The school shall prepare a request letter for validation addressed to the Schools Division Superintendent indicating the preferred date from February 8 – March 31, 2022. Upon the receipt of the request, the Division validation team will organize, schedule, assign the validators, and conduct the actual validation activity on the approved date. Contact Dr. Zoren Pepito L. Gubalane, Senior Education Program Specialist, SGOD-Schools Management, Monitoring, and Evaluation Section on related inquiries at the telephone number; 8 805-9935 loc. 122.

2. Attached with this Memorandum are the following enclosures:

- Enclosure No. 1 - *Rapid Self-Assessment / Status Checklist on Sustaining School-Based Management (SBM) Practice in the Time of COVID-19*
- Enclosure No. 2 - *Revised SMB Validation Tool for the Four Dimensions*

- Enclosure No. 3 - *Regular SBM Self-Assessment Checklist*
- Enclosure No. 4 - *Assigned Validators*

3. For information and strict compliance of all concerned.


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

Enclosure: As stated

References: DO 83, s. 2012 (some provisions adjusted due to pandemic situation)

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

VALIDATION
MONITORING & EVALUATION

ZPLG / DM / Corrigendum to Division Memoranda 009-2022 and 015-2022 respectively entitled as Virtual School-Based Management (SBM) Validation Guidelines and Recertification, and Schedule of the 2022 School-Based Management (SBM) Level of Practice Validation in the Time of Pandemic
_____ / February 7, 2022