



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

Office of the Schools Division
Superintendent

MEMORANDUM

OCT 20 2023

MONITORING AND TECHNICAL ASSISTANCE ON
SCHOOL-BASED MANAGEMENT (SBM)

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

1. Attached is Regional Memorandum, ORD-2023-1020, dated October 4, 2023 on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. The Regional Monitoring schedule for the MUNTAPARLAS Cluster where SDO Muntinlupa is included will be on November 17, 2023.
3. The School SBM Committee, together with one School Governance Council (SGC) representative is instructed to convene, formally discuss the preparation, and take necessary action based on priorities. Schools are also encouraged to conduct a Rapid In-House SBM Status Assessment using the attached checklist in order to establish strategic priorities.
4. The assigned Public Schools District Supervisors (PSDS) shall monitor the status of the schools based on the results of the Rapid In-House SBM Status Assessment and render relevant technical assistance (TA).
5. For a more synchronized activity, please consider the attached Rapid In-House SBM Status Indicative Activity Matrix.
6. For information and strict compliance of all concerned.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Enclosure: Regional Memorandum ORD-2023-1020

References: As stated

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

MONITORING

TECHNICAL ASSISTANCE

SBM

ZPLG / DM / Monitoring And Technical Assistance On School-Based Management (SBM)

350 / October 12, 2023

UN-2023-350



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SDO Muntinlupa City

RAPID IN-HOUSE SBM STATUS ASSESSMENT
(INDICATIVE ACTIVITY MATRIX)

Name of School: _____ Date: _____

Name of School Head: _____ Name of SBM Coordinator: _____

Activities	Activity Date	Expected Participants	Expected Outputs	Expected Completion Date
1. Meeting with the SBM Coordinating Team	3 rd week of October	Committee Members + SGC Representative	✓ List of identified issues and concerns ✓ Created Sub-committees or Teams ✓ Other:	3 rd week of October
2. Planning and scheduling of the administration of the Rapid In-House SBM Status Assessment Checklist	3 rd week of October	Committee Members + SGC Representative	✓ Action Plan or Activity Schedule with Personnel Assignment ✓ Other:	3 rd week of October
3. Administration of the Rapid In-House SBM Status Assessment Checklist	3 rd week of October	Committee Members + SGC Representative	✓ Generated and analyzed data ✓ Activity Report ✓ Other:	3 rd week of October
4. Preparation of Report for submission to the assigned PSDS	4 th week of October	SBM Coordinator School Head	✓ Signed Report	4 th week of October
5. District Monitoring and validation activity	4 th week of October	Assigned PSDS	✓ Monitoring/ validation report	4 th week of October
6. District provision of needed technical assistance (TA)	4 th week of October	Assigned PSDS	✓ TA Report	4 th week of October



SDO Muntinlupa City
RAPID IN-HOUSE SBM STATUS ASSESSMENT

Name of School: _____ Date: _____

Name of School Head: _____ Name of SBM Coordinator: _____

Instructions:

- ✓ With the approval of the School Head, the school SBM Coordinator facilitates the administration of the checklist with all the members of the SBM team.
- ✓ All members of the SBM team fill out the checklist simultaneously on-site to generate realistic data.
- ✓ The SBM Coordinator collects, analyzes, and summarizes data, and reports the results to the School Head for his/her perusal and appropriate action.
- ✓ Copy of this report must be submitted to SDO, SGOD-School Management Monitoring and Evaluation Section for validation purposes.

Particulars	Yes	No	Action to be taken
A. On Updated School SBM Coordinating Team			
1. There is an official memorandum updating the SBM Coordinating Team.			
2. The members composing the team have clear written duties and responsibilities.			
3. Written duties and responsibilities are well-communicated to the concerned members.			
4. Above documents are well-filed at the SBM room.			
B. On SBM Room/Corner			
1. There is an official school SBM Corner/ Room			
2. The corner/room is clean & well-maintained and labeled.			
3. Files are accordingly arranged based on the four dimensions of SBM.			
4. Cabinets, racks, boxes, and bins are coded/labeled accordingly.			
5. Folders and files inside each box are properly labeled.			
6. Documents inside each folder are well-organized according to years and dates.			
7. Updated documents are all filed in their respective folders.			
8. Has a functional Internet-Based/Online/Offline filing system of records and documents.			
C. On Resource Management and Facilities			
1. The Transparency Board is well-maintained.			
2. The hallways are clean with visible directional signage.			
3. Classrooms are clean, labeled, and well-maintained.			
4. Comfort rooms are labeled, clean, and well-maintained.			
5. Laboratories are labeled, clean, and well-maintained. Users schedule is also evident.			
6. Libraries are labeled, clean and well-maintained. Users schedule is also evident.			
7. The activity areas and grounds are generally clean, well-maintained, and free of hazards.			
8. All other ancillary facilities are labeled, clean and well-maintained.			
9. Areas inside the school are practically safe for children. All danger zones inside the school are properly cautioned.			
10. A feedback mechanism (Ex: Suggestions Box) is in place.			

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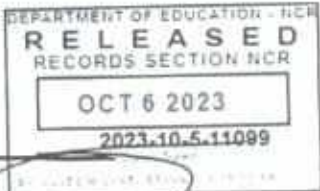
Prepared by:

[illegible]

Conforme:

School Head

Public Schools District Supervisor



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2023- 1020

TO : Assistant Regional Director
Schools Division Superintendent
Assistant Schools Division Superintendent
All Others Concerned

FROM : 
WILFREDO E. CABRAL, CESO III
Regional Director

SUBJECT : MONITORING AND TECHNICAL
ASSISTANCE ON SCHOOL-BASED
MANAGEMENT (SBM)

DATE : October 4, 2023

1. Pursuant to DepEd Memorandum No. 865, s. 2023, Guidelines on the Delivery of Technical Assistance Towards Improved School-Based Management (SBM) Practices, this Office hereby informs the field of the following activities related to the above captioned activities:

Date/ Venue	Activities	Persons Involved
October 13, 2023/ Continuous Improvement Learning Hub (2 nd Floor, Varela Building, DepEd NCR Regional Office)	Meeting of Division SBM Coordinators	Division SBM Coordinators
October 23-27, 2023	Submission of SBM Levels of Practice of Public elementary and Secondary Schools (prior to the issuance of moratorium)	Division SBM Coordinators



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November 7, 2023 (Schools Division of Pasig City)	Benchmarking on SBM TA Practices on Selected SDOs	Division Coordinators SBM
November 8, 2023 (Schools Division of San Juan City)		
November 9, 2023 (Schools Division of Pasay City)		
November 10, 2023/ Continuous Improvement Learning Hub (2 nd Floor, Varela Building, DepEd NCR Regional Office)	Planning Meeting	Division Coordinators SBM Regional Monitoring Team
November 13-29, 2023	Monitoring and TA on SBM	Division Coordinators SBM Regional Monitoring Team
November 13-December 29, 2023	SBM Peer Mentoring	Division Coordinators SBM (Seasoned and New SBM Coordinators)

2. In view of this, the Regional Monitoring Team is constituted to monitor the provision of TA on SBM in 16 Schools Division in the National Capital Region:

Date	Schools Division Office	Regional Office (RO) Monitoring Officials
November 14, 2023	PAMAMAZON Cluster SDO Pasay City SDO Makati City SDO Manila SDO Quezon City	Team Leader: Roger R. Morillos (FTAD) Members: Maria Laarni Carla C. Paranis (FTAD) Jingle A. Lim (FTAD)



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November 15, 2023	PAMAMARISAN Cluster SDO Pasig City SDO Marikina City SDO Mandaluyong City SDO San Juan City	Lilia Ricero (PPRD) Alfred Desamparo (QAD) Rhea B. Eden (HRDD) Dennis Mendoza (CLMD) Gina Cruz (ESSD) Joey Buenaventura (Finance)
November 16, 2023	CAMANAVA Cluster SDO Caloocan City SDO Malabon City SDO Navotas City SDO Valenzuela City	
November 17, 2023	MUNTAPARLAS Cluster SDO Muntinlupa City SDO Taguig and Pateros SDO Parañaque City SDO Las Piñas City	

- For clarifications, kindly coordinate with Dr. Maria Laarni Carla C. Paranis, Regional SBM Coordinator, through email at marialaarnicarla.paranis@deped.gov.ph.
- Immediate and wide dissemination of this Memorandum is desired.

/ftad-mlccp



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