



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



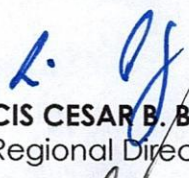
31 May 2021

Regional Memorandum

DEVELOPMENT OF SCHOOL-BASED MANAGEMENT MANUAL FOR ACCREDITATION

To **SCHOOLS DIVISION SUPERINTENDENTS**

1. Pursuant to DO 83, series 2012, RM 52, series of 2021, and RO No. 7, series 2021, this Office, through the Field Technical Assistance Division will develop the School-Based Management Manual for Accreditation on June 24-25, 2021 at NEAP Malvar, Batangas.
2. This activity aims to develop a School-Based Management Manual for Accreditation.
3. The participants in this endeavor are the Division SBM Coordinators, and requested to register at <https://tinyurl.com/manualsbm> on or before June 23, 2021. All participants are advised to bring a laptop, extension wire, and portable Wi-Fi kit.
4. Travel and other related expenses of the Regional Office personnel relative to the conduct of this activity will be charged against Regional Funds and the participants from the Schools Division Office will be charged against their local funds, subject to the usual accounting and auditing rules and regulations.
5. Strict adherence to the IATF Health Protocols and Office Health Standards must be observed in the conduct of this activity. Please see the attached Safety and Health Assurance Plan and Evaluation (SHAPE).
6. For more information or queries, you may contact Mr. Michael Girard R. Alba, Chief of Field Technical Assistance Division at 09178885853.
7. Immediate dissemination and compliance of this Memorandum is highly desired


FRANCIS CESAR B. BRINGAS
Regional Director

cc:fta/abrencillo

"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"



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DEVELOPMENT OF SCHOOL- BASED MANAGEMENT MANUAL FOR ACCREDITATION

Program of Activities

Day 1: June 24, 2021		
Time	Topic	Persons Involved
8:00 a.m. – 9:00 a.m.	Registration	Eugenio S. Adrao Education Program Supervisor
9:00 am – 9:15 am	Preliminaries	Donagel V. Rumbaoa Administrative Assistant I
9:15 a.m. – 9:20 a.m.	Introduction of Participants	Andrea Mabel E. Abrencillo Education Program Supervisor
9:20 a.m. – 9:25 a.m.	Statement of Purpose / Welcome Remarks	Michael Girard R. Alba Chief Education Supervisor
9:25 a.m. – 9: 35 p.m.	Inspirational Message	Francis Cesar B. Bringas Regional Director RUTH L .FUENTES Assistant Regional Director
9:35 am – 9:45 a.m.	Presentation of the Rationale on the Development of SBM Manual for Accreditation	Michael Girard R. Alba Chief Education Supervisor
9:45 a.m. – 11:30 a.m.	Blueprint of the School Based Management Manual for Accreditation	Michael Girard R. Alba Chief Education Supervisor
11:30 a.m. 12:01 p.m.	Content Source and Legal Bases	Andrea Mabel E. Abrencillo Education Program Supervisor
1:00 p.m. –5:00 p.m.	Workshop	SDO Representatives
Day 2: June 25, 2021		
Time	Topic	Persons Involved
8:30 a.m. – 9:00 a.m.	Management of Learning	FTAD
9:00 a.m. – 12:01	Workshop	SDO Representatives
1:00 p.m. 1:15 p.m.	Management of Learning	FTAD
	Presentation of Outputs	SDO Representative
	Chapter 1 - General Policies and Procedures	
	Chapter 2 The SBM Accreditation Process	
	Chapter 3 – Preliminary Requirements for Accreditation	

	Chapter 4- Phases of SBM Accreditation and Its Scoring and Weighing System Chapter 5- Suggested Artifacts for Each Principle and Indicators	
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 	Department of Education Region IV - A CALABARZON		
	Human Resource Development Division Safety and Health Assurance Plan and Evaluation (SHAPE)		
		Effectivity Date: April 28, 2021	Revision No.: 1
	Page No.: Page 1 of 3		

Requirement	Mechanism	Control Measure	Person Accountable	Duration	Critical Assessment/ Evaluation
(What must you consider in implementing health and safety protocols in a limited Face-to-Face?)	What should be set in place to make the requirement work or feasible?	How can the mechanism be monitored?	Who is/are the person/s ensuring that both mechanisms and control measures are working?	When should the mechanism and control measure be implemented? How long?	Assess how critical the requirement is in the implementation of your activity. (1 for Low-not that critical. 2 for Medium-very critical and 3 for High-extremely critical)
Declaration of Good Health during Registration	- Daily Accomplishment of Health Declaration - Daily Temperature Check -	- Screening of participants in points of entry (antigen testing) - Accomplishment of Health Declaration link issued by RO - List of participants cleared by the Health Protocol Officer from the Education Support Services Division (EESD) - Isolation of participants who will be detected positive and symptomatic will be advised to go home	- Project Proponents - Medical Doctor / Nurse	- During the duration of training	High Extremely Critical

 	Department of Education Region IV - A CALABARZON		 DEPED-4A-GF062001-21	
	Human Resource Development Division			Effectivity Date: April 28, 2021
	Safety and Health Assurance Plan and Evaluation (SHAPE)			Revision No.: 1
				Page No.: Page 2 of 3

Requirement	Mechanism	Control Measure	Person Accountable	Duration	Critical Assessment/ Evaluation
Methodology (group dynamics, workshop, etc.)	Lecture Focus Group Discussion	- Filling out of Health Declaration (NEAP) and Waiver - Orientation on Health and Safety Protocols during the conduct of activity. - All participants must wear mask and face shield at all times. - Physical distancing (at least 1 meter apart) at all times - Frequently clean hands by using alcohol – based hand rub/ disinfectants - When sneezing / coughing, use tissue or inner portion of elbow	- Project Proponents - Medical Doctor / Nurse	During the duration of training	High Extremely Critical

 	Department of Education Region IV - A CALABARZON		 DEPED-4A-GF082001-21
	Human Resource Development Division		
	Safety and Health Assurance Plan and Evaluation (SHAPE)		
	Effectivity Date: April 28, 2021 Revision No.: 1 Page No.: Page 3 of 3		

Requirement	Mechanism	Control Measure	Person Accountable	Duration	Critical Assessment/ Evaluation
		to cover nose and mouth, and be sure that proper distance is maintained. - Two (2) participants per table. - Provision of Markers (1 meter) safe zone - Regular Sanitation of Microphones - Establish and maintain proper sanitation and hygiene facilities - Proper ventilation must be strictly observed during the training - workshop			