



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



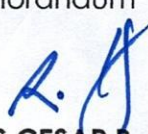
16 July 2021

Regional Memorandum

VALIDATION 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 validate the School-Based Management Manual for Accreditation on August 16-17, 2021 (First Batch) and August 19-20, 2021 (Second Batch) at NEAP Malvar, Batangas.
2. This activity aims to validate a School-Based Management Manual for Accreditation.
3. The participants to this activity are the Elementary, Secondary, and In-Charge of Senior High School from the 21 Schools Division Offices. The Schools Division Superintendent is requested to recommend one (1) school head for each level. The recommended school heads are enjoined to register at <https://tinyurl.com/SBMROVALIDATION> on or before August 15, 2021 and also advised to bring 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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Document Inquiry : <https://r4a-teadoc.com/inquire>
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PARTICIPANTS

BATCH 1- AUGUST 16-17, 2021	BATCH 2- AUGUST 19-20, 2021
1. Quezon Province	Batangas Province
2. Lucena City	Batangas City
3. Tayabas	Lipa City
4. Laguna Province	Tanauan City
5. Calamba City	Cavite Province
6. Binan City	Cavite City
7. Cabuyao City	Dasmarinas City
8. San Pablo City	Imus City
9. Sta. Rosa City	Bacoor City
10. Rizal Province	Gen. Trias City
11. Antipolo City	

VALIDATION OF SCHOOL- BASED MANAGEMENT MANUAL FOR ACCREDITATION

Program of Activities

Day 1: August 16/19, 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 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: August 17/20, 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
1:16pm- 4:00pm	Presentation of Outputs 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	SDO Representative

	Its Scoring and Weighing System	
	Chapter 5- Suggested Artifacts for Each Principle and Indicators	
4:01pm- 4:30pm	CLOSSING PROGRAM	



Department of Education
Region IV - A CALABARZON
Human Resource Development Division
Safety and Health Assurance Plan and
Evaluation (SHAPE)



DEPED-4A-GF082001-21

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 - Accomplishment of Health Declaration link issued by RO - List of participants cleared by the Health Protocol - Officer from the Education Support Services Division (ESSD) for provision of link for Health Declaration Form and Health monitoring of participants - Isolation of participants who will be detected positive and symptomatic will be advised to go home - Filling out of Health Declaration (NEAP) and Waiver	- Project Proponents - Medical Doctor / Nurse	- During the duration of training	High Extremely Critical

 	Department of Education Region IV - A CALABARZON		 DEPED-4A-GF02001-21
	Human Resource Development Division		Effectivity Date: April 28, 2021
	Safety and Health Assurance Plan and Evaluation (SHAPE)		Revision No.: 1
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Requirement	Mechanism	Control Measure	Person Accountable	Duration	Critical Assessment/ Evaluation
Methodology (group dynamics, workshop, etc.)	-	-	-	-	
	Lecture Focus Group Discussion	- 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 to cover nose and mouth, and be sure that proper distance is maintained.	- Project Proponents - Medical Doctor / Nurse	During the duration of training	High Extremely Critical



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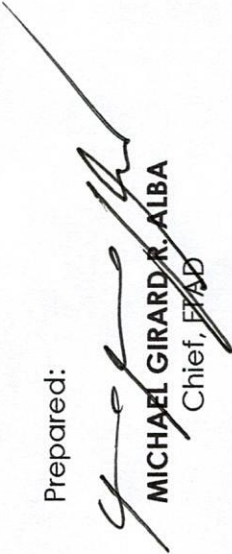
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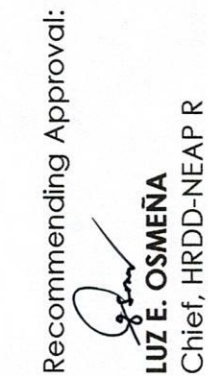
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Requirement	Mechanism	Control Measure	Person Accountable	Duration	Critical Assessment/ Evaluation
		- Provision of Markers (1 meter) safe zone - Regular Sanitation of Microphones - Establish and maintain proper sanitation and hygiene facilities - Proper ventilation must be strictly observed during the training -workshop			

Prepared:

MICHAEL GIRARD R. ALBA
Chief, HRDD

Recommending Approval:

LUZ E. OSMEÑA
Chief, HRDD-NEAP R

Approved:

FRANCIS CESAR B. BRINGAS
Regional Director