



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



25 March 2022

Regional Memorandum

**SUBMISSION OF PERTINENT DOCUMENTS RELATIVE TO
SCHOOL-BASED MANAGEMENT (SBM) VALIDATION FOR
S.Y. 2020-2021**

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, the Regional SBM Validation Team, will conduct a pre-validation and review of the SDOs submitted School-Based Management (SBM) Level 3 of Practice for S.Y. 2020-2021 from April 20, 2022 - May 2-13, 2022.
2. This activity aims to review and validate the submitted documents relative to the qualification phase on SBM Level 3 Regional Office Validation. Attached herewith is the List of Recommended Schools by the Schools Division Offices.
3. Relative to this, SBM Level 3 of Practice of the School submitted by the SDOs is requested to send the School Improvement Plan (SIP)/BLCP for the SY 2018-2019, 2019-2020 & 2020-2021 and the MOVs for each principle, accomplishment report covering the three years; and the scoring sheet covering the 60% and the 40% for the SY 2020-2021 on the official Google Classroom created by the SDO per school. The Schools Division Office is requested to submit all official Google Classroom links and classroom codes through email at fta.calabarzon@deped.gov.ph on or before April 20, 2022. Please see Annexes.
4. Strict adherence to the IATF Health Protocols and Office Health Standards must be observed in the conduct of this activity.
5. For more information or queries, you may contact Mr. Michael Girard R. Alba, Chief of Field Technical Assistance Division, through 09178882731.
6. Immediate dissemination and compliance of this Memorandum is highly desired.


FRANCIS CESAR B. BRINGAS
Regional Director

cc:fta/abrencillo



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LIST OF SCHOOLS FOR RO SBM LEVEL III VALIDATION

No.	DIVISION	NAME OF SCHOOL	SCHOOL ID	NAME OF SCHOOL HEAD	POSITION
1	SDO Imus City	Bayan Luma I ES	107970	Eden P. Reyes	Principal II
2		Gen. Licerio Topacio NHS	307811	Petronia N. Tarun	Principal II
3		Cayetano Topacio ES	107973	Angelo A. Unay	Principal I
4		Palico ES	164002	Alona O. Verdad	Principal II
5		Carsadang Bago ES	107983	Cristina G. Lagasa	Principal I
6		Buhay na Tubig ES	107972	Gina U. Reyes	Principal IV
7		Malagasang I ES	107986	Marilyn R. Tulay	Principal II
8		Anabu II ES	107969	Andrea A. Angeles	Principal II
9		Tinabunan ES	107989	Ma. Fe A. King	Principal II
10	SDO Dasmarinas City	Francisco E. Barzaga Integrated High School	328201	Ryan Villanueva	Principal II
11	SDO Santa Rosa City	Dita Elementary School	108473	Nelia M. Tabuyo	Principal II
12		Macabling Elementary School	108477	Mutya T. Morillo	Principal I
13		Aplaya NHS-APEX	301225	Liberty D. Agustin	OIC-Principal
14		Balibago Integrated HS	301227	Erma S. Jamon	Principal IV
15		Don Jose Integrated HS	301239	Catherine G. Javier	Principal I
16		Santa Rosa Science and Tech HS	307902	Sylvia L. Marquez	Principal IV
17		Sinalhan Integrated HS	342597	Ma. Cristina C. Pegollo	Principal II
18		Pulong Santa Cruz NHS	301260	Alvin D. Sta Maria	Principal III
19	SDO Bacoor City	Likha Molino IV Elementary School	107873	Cherrylyn H. Dayao	Principal III
20		Bayanan Elementary School	107878	Ma. Teresa G. Semino	Principal III
21		SHS San Nicolas	342600	Adorando Darwin	Principal II
22	SDO Lucena City	Lucena West I ES	109742	Rowena J. Adorneo	Principal II
23		Talao-Talao ES	109736	Maria Cristina V. De Torres	Principal II
24		Lucena City NHS	301501	Rolito M. Inojosa	Principal III
25		Cotta National High School	308502	Ritchelda D. Abadilla	Principal I
26	SDO ANTIPOLLO CITY	INUMAN ELEMENTARY SCHOOL	105326	Dr. Maricel R. Tortoza	Principal III
27		CABADING ELEMENTARY SSCHOOL	109335	Rodien Dunhill C. Arnaiz	HT I
28		BINAYOYO INTEGRATED SCHOOL		Myla F. Tupas	HT-I
29		DELA PAZ NHS	321505	Maricel A. Cruz	Principal II

30	SDO Binan City	St. Francis Integrated NHS	307931	Marlon Flores	Master Teacher II
31	SDO Batangas City	Jose C. Pastor Memorial ES	109615	Dr. Marife D. Frane	Principal III
32		Tinga Labac ES	109596	Maricel G. Chavez	Principal II
33		Concepcion ES	109590	Rebecca E. Rivera	Principal III
34	SDO QUEZON	Paaralang Sekundarya ng Lucban Integrated School	301364	Reynaldo V. Nanong	Principal II
35		Catanauan National High School	301310	Maria Violeta D. Elises	Principal I
36		Godofredo M. Tan Integrated School of Arts and Trade	301399	Susan B. Luna	Principal I
37		Perez National High School	301375	Sighlie M. Regodon	Principal II
38	SDO CALAMBA CITY	Halang Elementary School*	109831	Lorna T. Alcover	Principal II
39		Makiling Elementary School *	109821	Kino J. Abustan	Principal I
40		Sirang Lupa Elementary School*	109862	Ligaya B. Fuego	Principal II
41		Calamba Bayside Integrated School*	301514	Elsa D. Pagulayan	Principal III
42		Palo Alto Integrated School*	301524	Marites M. Priscilla	Principal I
43	SDO San Pablo City	Don Enrique Bautista Elementary School	109793	ROSA M. GARCIA	Principal II
44	SDO San Pablo City	San Anton Elementary School	109753	LIZA A. CASTILLO	Principal I
45	SDO San Pablo City	San Antonio 1 Elementary School	109795	ROSALINA M. CLIMACO	Principal I
46	SDO San Pablo City	San Crispin Elementary School	109769	THERESA B. KAMATTOY	Principal II
47	SDO San Pablo City	San Diego Elementary School	109808	ROSETTE H. ESEO	Principal II
48	SDO San Pablo City	San Gregorio Elementary School	109797	IRENEO V. PADILLA JR.	Principal II
49	SDO San Pablo City	San Jose National High School	308602	CRISTETA S. UY	Principal III
50	SDO San Pablo City	San Lucas-1 Elementary School	109789	NOLAN E. GLORIOSO, EdD	Head Teacher III
51	SDO San Pablo City	San Pablo City Integrated High School	301504	LINA M.LAGURAS,EdD	Principal III
52	SDO San Pablo City	San Pablo City Science Integrated High School	308605	MA. RUBY A. MENDOZA	Principal II
53	SDO San Pablo City	Sto. Angel National High School	301510	WILSON RAY G. ANZURES	Principal I
54	SDO San Pablo City	Santiago 1 Elementary School	109784	ROSEMARIE T. NARVAJA	Principal II
55	SDO San Pablo City	Prudencia D. Fule Memorial Elementary School	109773	LIZA D. KATIGBAK	Principal II
56	SDO San Pablo City	San Mateo Elementary School	109772	Lady Lourence Sael Alimagno	Head Teacher III
57	SDO San Pablo City	Placido Escudero Memorial School	109761	Melvin A. Almario	Principal II

58	SDO San Pablo City	San Antonio II Elementary School	109796	Vivencio S. Panganiban, Jr.	Principal I
59	SDO San Pablo City	Ambray Elementary School	109749	Michelle M. Dorado	Principal III
60	SDO - Laguna	Buenaventura E. Fandialan Memorial Integrated National High School	307924	Roy N. Rhea	Principal I
61	SDO - Laguna	Ibayiw Integrated National High School	301242	Aida M. Bejo	Principal III
62	SDO - Laguna	San Antonio Elementary School	108207	Glicelle Gee-Jay A. Terrenal	Principal I
63	SDO - Laguna	Sto. Domingo Elementary School	108210	Nanette S. Labrador	Principal I
64	SDO - Laguna	Santo Tomas Integrated National High School	342359	Ernila B. Baganaya	Principal I
65	SDO - Laguna	Lima Elementary School	108260	Ana M. Jaron	TIC
66	SDO - Laguna	Cavintin Integrated National High School	307911	Florante A. Francisco	Principal I
67	SDO - Laguna	Novaliches Elementary School	108299	Ricardo P. Borallo	Head Teacher III
68	SDO - Laguna	Liliw National High School	301244	Kristine P. Perez	Principal II
69	SDO - Laguna	B.N. Calara Integrated National High School	342353	Marvin A. Umali	Assistant Principal II
70	SDO - Laguna	Los Baños Senior High School	342349	Michael William V. Puma III	HT IV/TIC
71	SDO - Laguna	Lalakay Senior High School	342351	Franco A. Del Castillo	HT III/TIC
72	SDO - Laguna	LB Bambang Senior High School	342350	Marian O. Fermin	MT I/TIC
73	SDO - Laguna	Los Baños Central Elementary School	108308	Rodel J. Guevarra	Principal II
74	SDO - Laguna	Los Baños National High School	301247	Evelyn P. Navia	Principal III
75	SDO - Laguna	Lumban National High School	301279	Nelson R. Umali	Principal III
76	SDO - Laguna	Sto. Domingo Elementary School	108322	Michel C. Delos Santos	Head Teacher III
77	SDO - Laguna	Bakia – Botocan Elementary School	108344	Angelita M. Viñas	Head Teacher III
78	SDO - Laguna	Matalatala Integrated National High School	307928	Imelda B. Avino	Assistant Principal II
79	SDO - Laguna	Upland Integrated National High School	301278	Emily G. Visay	Principal II
80	SDO - Laguna	Lowland Integrated National High School	301237	Gloria Geraldine S. Victoria	Head Teacher III/TIC
81	SDO - Laguna	Talangan Integrated National High School	301276	Emma L. Izon	Principal II
82	SDO - Laguna	Don Manuel Rivera Memorial Integrated National High School	307905	Mark Anthony P. Idang	Principal I
83	SDO - Laguna	Masico Elementary School	108409	Bembol P. Samia	Head Teacher II

84	SDO - Laguna	Luis C. Obial Senior High School	342357	Zoila I. Badulis	PSDS/OIC
85	SDO - Laguna	Kabulusan Integrated National High School	301243	Marina M. De Robles	Principal II
86	SDO - Laguna	JFZorilla Memorial Elementary School	108397	Ma. Nita U. Ellopo	Head Teacher III
87	SDO- Laguna	Rizal Elementary School	108364	Eliezer A. Lacson	Principal III
88	SDO - Laguna	Sta. Cruz National Integrated High School	342362	Arthur Robert P. Limongco	Assistant Principal II
89	SDO- Laguna	Santa Maria Integrated National High School	301269	Crispin Glenn G. Cambel	Principal II
90	SDO - Laguna	J. Santiago Integrated High School	301271	Myra A. Gimena	Master Teacher/TIC
91	SDO - Laguna	Macasipac Elementary School	164521	Thea A. Galema	Principal III
92	SDO- Laguna	Paang Bundok Elementary School	108462	Alicia S. Pagalanan	Teacher III/TIC
93	SDO - Laguna	Francisco K. Redor Memorial Elementary School	108491	Fredeswinda A. Conferido	Head Teacher III
94	SDO - Laguna	Palanas Elementary School (Llavac)	108493	Judelyn D. De Leon	Head Teacher I
95	SDO - Laguna	Masapang Integrated National High School	301250	Benjie M. Buendicho	Principal II
96	SDO - Laguna	Tomas Daguinsin Elementary School	108501	Ma. Fe A. San Jose	Principal I
97	SDO- Laguna	San Benito Elementary School	108499	Jowani D. Flores	Principal I
98	SDO LIPA CITY	PINAGKAWITAN INHS	301496	RANDY FALCULAN	PRINCIPAL II
99		BULACNIN INHS	109660	ANGELICA ENRIQUEZ	PRINCIPAL II

Annex 1

Division: _____
Name of School: _____
Name of School Head: _____
Level of Practice: _____

SCHOOL-BASED MANAGEMENT SUMMARY OF RATING

AREAS	WEIGHT	RESULTS
A. Performance Improvement		
B. SBM Assessment Score (DOD)		
Total		
Interpretation		

Note: Please attached the accomplished official SBM E-Tool

Annex 2**GENERAL GUIDELINES ON THE SBM LEVEL III****I – FOR THE SCHOOLS DIVISION OFFICE**

- a. The SDO will create google classroom/s depending on the number of schools to be validated.
- b. Create an Official Classroom link and submit the links and code to fta.calabarzon@deped.gov.ph .
- c. For each classroom, five (5) Google Folders must be created. Four (4) folders must be created which are intended for the 4 principles and one (1) folder for the Preliminary documents.
- d. Ensure the completeness of documents uploaded by Schools.

II – FOR THE SCHOOLS

- a. Upload pertinent / select documents related to the principles and indicators in the 5 google folders (folders for the 4 principles and 1 folder for other documents) respectively uploaded in the created classroom by the SDO. (Please see the attached MOVs)

LIST OF MEANS OF VERIFICATION (MOVs)

Principle 1	Principle 2	Principle 3	Principle 4
<ul style="list-style-type: none"> • Approved SIP / AIP (WFP) / APP • Report of AIP review: 100% accomplished with identified value-added outputs • Identified best practices on transparency and accountability were shared to other school, Certification of sharing of best practices • Minutes of the meeting (discussing the feedbacks / results and proposed solutions) Progress monitoring report on the implemented 	<ul style="list-style-type: none"> • Assessment Tool/Feedback of pupils, teachers and parents • Accomplishment Report • Records of Continuous and shared practices in the community to improve teaching and learning activities • List of Intervention and innovations implemented/ benchmarked • Parents involvement in the production of innovative needs-based learning resources • Awards and Recognition system 	<ul style="list-style-type: none"> • Memorandum of Agreement, Accomplishment Report on the PPA's conducted/implemented, Attendance of the stakeholders, during the implementation, simple budget, communication between the school and the stakeholders, project proposals, minutes of the meetings, summary of effectiveness on the PPA's with testimonies from stakeholders, • Award systems to recognize stakeholders, show first the school led initiative (memo from the SH), 	<ul style="list-style-type: none"> • Completion / Accomplishment Report of PPAs Resource Allocation and Mobilization Plan • Committee on resource management team with TOR (conformed with RA 9184). Updated database resource information system (procurement documents) Schedule of Procurement that will ensure timely acquisition and efficient delivery of goods and services. • Schedule of disbursements vs

<p>solutions/ intervention, Documented processes of feedback and monitoring mechanism, Certification of sharing of best practices on feedback and monitoring mechanism</p> <ul style="list-style-type: none"> • Strategic Plan for Professional Development/ Learning and Development Package <p>Notes: Other or unique practices will be presented by school</p>	<ul style="list-style-type: none"> • Continuously Improved teaching Learning Support System through collaboration • School-based M&E (Quality of the Materials) • Documented partnership activities on improving teaching learning support system • School-based M&E (Results) • Evidence of networking with stakeholders • Learning materials are shared/used and implemented by the different grade levels/other schools and community • Conduct of innovation and action research • Innovative assessment system on differentiated strategies is sustained and continuously enhanced • Record of involvement of parents in the development of school policies and procedures • Report of Guidance Office Advocacy on child protection (exclude the confidential report) • Feedback from internal and 	<p>include in the memo guidelines for the search including the criteria, processes involve in the search before the awarding (with TWG with term of reference)</p> <ul style="list-style-type: none"> • State of the School Address (SOSA), School programs, school report card, Letter from stakeholders asking to conduct for review of PPAs of school, SIP/AIP Review, letter of invitation, copy ng memo, posted in the bulletin board, or in the FB page of the different schools, commitment of stakeholders thru virtual platform thru assembly via zoom or google • Progress monitoring report of the different PPAs, (target vs accomplishment), process review, mechanism and tool, devise monitoring tool, feedback mechanism or tool, (the end user will evaluate the PPAs such as teacher, parents or learners) • Progress Monitoring report on the implemented solutions / interventions in addressing the gaps, TA Plans and 	<p>actual disbursements Validated/approve d disbursements Documented evidence of reporting of disbursements to stakeholders as regards to disbursement/liqu idation (Received copy/thru SOSA)</p> <ul style="list-style-type: none"> • Accomplished annual monitoring of all inventories of assets of school. Reviewing and reporting of AIP, SMEA - PPAs, SRC Reports Financial Report (MOOE, IGP, Canteen, Fund Utilization) Communication to stakeholders (SOSA, SRC, Bulletin/Transpar ency board) • Updated DepEd Partnership Database System (DPDS) Brigada Eskwela Report/ Adopt a School Program/School-initiated programs (SY 2019-2020) MOA/ MOU with partners, 1 signed document (used template) Deed of donations, 1 signed DOD (used template) List of generated resources
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		<p>external stakeholders</p> <ul style="list-style-type: none">• Action Research• Continuous monitoring and evaluation report• Stakeholder's quarterly feedback• Review of advocacy awareness program	<p>Coaching Plans, TA reports</p>	
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Annex 3**Accomplishment Report****General Instructions**

- Accomplish this annual report template by encoding the information completely and clearly.
- Use A4 size bond paper, Century Gothic 11, single space
- The report should highlight the accomplishments for the year vis-à-vis targets within the context of Annual Implementation Plan (AIP)/Work and Financial Plan(WFP)

Preliminaries

- I. Introduction
- II. Highlights of Accomplishments
- III. Overall Accomplishment of Programs and Projects
- IV. Educational Outcomes/Results
- V. Outstanding Accomplishments
 1. best practices, value-added contributions, innovations and other activities
 2. winnings and awards received
 3. Include the accomplishments done under the new normal.
 - 3.a. Narrative on Adjustments Made in the Basic Education Learning Continuity Plan (BE-LCP).
 - 3.b. Narrative on coping strategies/change of work processes in accordance with health and safety protocols.
- VI. Financial Performance
- VII. Relevant Photos