



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



24 January 2022

Regional Memorandum

**ONSITE OR OFFSITE SURVEILLANCE OF SCHOOLS THAT ATTAINED
SCHOOL-BASED MANAGEMENT (SBM) LEVEL III**

TO: SCHOOLS DIVISION SUPERINTENDENTS

1. Pursuant to DepEd Order No. 83, series 2012, this Office, through the Field Technical Assistance Division will conduct Onsite or Offsite Surveillance of Schools that attained School-Based Management (SBM) Level III in the entire month of October 2022.
2. The objective of this activity is to ensure that the schools maintain the Level III of practice giving utmost consideration on the visible presence of empowered key stakeholders who actively participate in the continuous improvement of schools towards the attainment of higher pupil / student learning outcomes.
3. Please see the attached copy of the list of schools that attained SBM Level III. These schools must prepare documents to support that they maintain the SBM level III of practice for SY 2020-2021. Please see the attached General Guidelines on SBM Level III Surveillance.
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 those 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.
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 of and compliance to this Memorandum is highly desired.


FRANCIS CESAR B. BRINGAS
Regional Director

cc:fta/adrao



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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Document Inquiry : <https://r4a-teadoc.com/inquire>
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*Upbaded
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Annex 1

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

- a. The SDO will create google classroom/s depending on the number of schools to be validated.
- b. Send Google Classroom invitation to the Regional Validators assigned to your Division.
- 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. Generate Meeting link for the validation proper.
- d. Ensure the completeness of documents uploaded by Schools.
- e. Include RO Validators and SDO Personnel as teachers.

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)
- b. Prepare short Opening Program, 10-15-minute presentation on the SBM Accomplishment (presenting the 4 principles)
- c. Short Program c/o School
 - Prayer
 - National Anthem/Nationalistic Song
 - CALABARZON March

II. Pecha-Kucha/ Video Presentation (10-15 Minutes)

- a. DOD Orientation
- b. Discussion/Presentation of the Docs/MOVs
 - Principle 1
 - Principle 2
 - Principle 3
 - Principle 4

III. Validation Proper c/o RO Validators

- a. Question and Answer
- b. SH/Principal to answer, SBM Team to assist the SHs/Principal on the documents

IV. Exit Conference**V. Announcement of SBM Level of Practice by the Team Leader****VI. Closing Program**

- a. Upload pdf documents to the Google Folder (Validation Documents) such as:
 - Application Form
 - Certificate of Undertakings attested by the SDO
 - SIP, AIP and Accomplishment Report (Accomplishment report template must be strictly followed.)
 - Endorsement from the SDO

Annex 2

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 solutions/ intervention, Documented processes of feedback and monitoring mechanism, Certification of sharing of best practices on feedback and monitoring mechanism • 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"> • 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 • 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) • Evidences of networking with stakeholders • Learning materials are shared/used and implemented by the different grade levels/other 	<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), 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) • 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 	<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 data-base resource information system (procurement documents) Schedule of Procurement that will ensure timely acquisition and efficient delivery of goods and services. • Schedule of disbursements vs actual disbursements Validated/approve d disbursements Documented evidence of reporting of disbursements to stakeholders as regards to disbursement/liquidation (Received copy/thru SOSA) • Accomplished annual monitoring of all inventory of assets of school. Reviewing and reporting of AIP, SMEA - PPAs, SRC Reports Financial Report (MOOE, IGP, Canteen, Fund

	<p>schools and community</p> <ul style="list-style-type: none"> • 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 external stakeholders • Action Research • Continuous monitoring and evaluation report • Stakeholder's quarterly feedback • Review of advocacy awareness program 	<p>stakeholders thru virtual platform thru assembly via zoom or google</p> <ul style="list-style-type: none"> • 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 Coaching Plans, TA reports 	<p>Utilization)</p> <p>Communication to stakeholders (SOSA, SRC, Bulletin/Transparency board)</p> <ul style="list-style-type: none"> • 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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Annex 3

ACCOMPLISHMENT REPORT FORMAT

- 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.
 - a. Narrative on Adjustments Made in the Basic Education Learning Continuity Plan (BE-LCP).
 - b. Narrative on coping strategies/change of work processes in accordance with health and safety protocols.
- VI. Financial Performance
- VII. Relevant Photos

Annex 4

LIST OF RO SBM VALIDATORS

Name of Validators	Designation	Functional Division / Unit / Section
Michael Girard R. Alba	Chief Education Supervisor	Field Technical Assistance Division
Job S. Zape Jr.	Chief Education Supervisor	Curriculum and Learning Management Division
Eduarda M. Zapanta	Chief Education Supervisor	Education Support Services Division
Edenia O. Libranda	Chief Education Supervisor	Quality Assurance Division
Luz E. Osmeña	Chief Education Supervisor	Human Resource Development Division
Viernalyn M. Nama	Chief Education Supervisor	Policy, Planning and Research Division
Ann Geralyn T. Pelias	Chief Administrative Officer	Administrative Division
Marites L. Gloria	Chief Administrative Officer	Finance Division
Ariel M. Azuelo	Unit Head	Public Affairs Unit
Rey M. Valenzuela	Unit Head	Information and Communications Technology Unit
Jocelyn Buclig	Unit Head	Legal Unit
Babeth C. Cruz	Section Head	Records Section
Virginia Bagacay	Section Head	Asset Section
Syrl Zenarosa	Section Head	Cashier Section
Maria Susana M. Oliveros	Section Head	Personnel Section
Laarni A. Evaristo	Section Head	Budget Section
Nancy Z. Dizon	Supervising Administrative Officer	Finance Division
Lea M. Villalobos	Accountant III	Finance Division
Nimfa Bermendi	Teachers Credentials Evaluator II	Personnel Section
Andrea Mabel E. Abrencillo	Education Program Supervisor	Field Technical Assistance Division
Eugenio S. Adrao	Education Program Supervisor	Field Technical Assistance Division
Romyr L. Lazo	Education Program Supervisor	Field Technical Assistance Division
Elaine Balaogan	Education Program Supervisor	Curriculum and Learning Management Division
Eugene Rey Santos	Education Program Supervisor	Curriculum and Learning Management Division
Leonardo C. Cargullo	Education Program Supervisor	Education Support Services Division
Elino S. Garcia	Education Program Supervisor	Quality Assurance Division
Buenalyn M. Manuel	Education Program Supervisor	Quality Assurance Division

Allain B. Alvarez	Education Supervisor	Program	Quality Assurance Division
Donna L. Lago	Education Supervisor	Program	Human Resource Development Division
Angelina Mendiola	Supervising Officer	Administrative	Administrative Division
Adrian Bullo	Planning Officer III		Policy, Planning and Research Division
Ma. Joan Paula Dino	Project Development Officer II		Public Affairs Unit

Annex 5

LIST OF SBM LEVEL III SCHOOLS

OFFICIAL LIST OF SBM LEVEL III SCHOOLS 2021

A. LAGUNA CLUSTER

Laguna	Balian Integrated National High School	301226	Christian S. Balino	School Principal II
	Matala-tala Elementary School	108286	Cecilia S. Marcelino	Head Teacher III
	Famy National Integrated High School	301240	Cynthia N. Dela Torre	School Principal III
	Sahur-Ulan	108292	Rosemarie A. Sandoy	Head Teacher I
	Sta. Cruz Central Elementary School	108446	Armin O. Cabrales	School Principal IV
	Teodoro C. Dator Memorial Elementary School (Pulong Dayap ES)	108268	Glicelle Gee Jay A. Terrenal	School Principal I
	Dayap National Integrated High School (Calauan Annex)	307927	Reynante S. Aningalan	Asst. Principal II
	Plaridel Integrated National High School	301258	Romeo M. Suliguin	School Principal II
	Nagcarlan Senior High School	342347	Emmanuel A. Pabale	Asst. Principal II
	Liliw Senior High School	304846	Gerry P. Monteiro	OIC/HT III
	Bitin Integrated National High School	301231	Francisco P. Panopio Jr.	School Principal I
	Nicolas L. Galvez Memorial Integrated National High School	301262	Mercedita P. Pabico	School Principal II
	Siniloan Integrated National High School	301273	Cecilia B. Castillo	School Principal III
	San Buenaventura Integrated National High School - Annex	307935	Ernila B. Bagayana	School Principal I
	Gov. Felicisimo T. San Luis Agro-Industrial Integrated High School	301274	Armina C. Lumibao	School Principal II
	San Buenaventura Integrated National High School - Main	301263	Ernila B. Bagayana	School Principal I
	Lumban Senior High School	302159	Juana T. Macalagay	School Principal II
	Magdalena Integrated National High School	307937	Ruby P. Castillo	School Principal I
	Sta. Catalina Integrated National High School	301268	Nenita B. Evasco	School Principal III

	Laguna Senior High School	342346	Asher H. Pasco	Asst. Principal II
	Sta. Catalina National High School Extension (Bakia-Botocan)	307922	Marian Z. Arsolacia	TIC
Binan City	Biñan Integrated National High School	301230	Julie Ann Natividad	School Principal IV
	Southville 5A Integrated National High School	307934	Mildred Dina	School Principal II
Cabuyao City	Marinig South Elementary School	108245	Aurene O. Aloquin	school Principal I
	Mamatid Elementary School	108244	Ma. Theresa S. Ramos	School Principal II
	Cabuyao Central School	108239	Celenia A. Molinyawe	School Principal III
	Pulo National High School	301259	Mario A. Javier	School Principal III
	Bigaa Integrated National High School	301229	Evelyn L. Embate	School Principal III
Calamba City	Calamba Elementary School	109829	Jocelyn Reyes	School Principal IV
	Calamba Integrated School	301515	Arlene Garcia	School Principal II
	Camp Vicente Lim Integrated School	301516	Mildred De Leon	School Principal III
	Canlubang Integrated School	301517	Imee Aldea	School Principal II
	Eduardo Barretto Sr. National High School	301518	Charito Bernas	School Principal I
	Integrated School Of Lawa	308701	Susan Samson	School Principal I
	Jose Rizal Memorial School	109817	Gervacio De Guzman	School Principal IV
	Majada In Integrated School	301522	Heidi Lantacon	School Principal 1
	Palo Alto Elementary School	109856	Shiela Sumilang	School Principal II
	Punta Integrated School	301525	William Bartolome	School Principal II
San Pablo City	Col. Lauro D. Dizon Memorial Integrated High School	301505	Patrick Henry L. Ilagan	SSP II
	Fernando A. Quisumbing Elementary School	109794	Rosemarie T. Narvaja	ESP I
	Paaralang Pag-ibig at Pag-asa Integrated School	500151	Minasol D. Baclig	ESP II
	Prudencia D. Fule Memorial High School	308606	Jowel M. Meer	T-III/TIC
	San Cristobal Integrated High School	301503	Donny Aris C. Malvar	SSP III
	San Jose Elementary School	109764	Resse A. Cruzina	ESP I
	San Miguel Elementary School	109755	Myra C. Fabros	ESP I

	San Vicente Integrated High School	308601	Cristeta S. Uy	SSP III
	Santisimo Rosario Integrated High School	301509	Anna Liza C.Ampong	SSP II
	Sta. Filomena Integrated School	500152	Ma. Cristina A. Calingasan	ESP II
San Pedro City	San Pedro Relocation Center National High School -Landayan Annex	307914	Marites Martinez	OIC/PI
SANTA ROSA CITY	Sta. Rosa Elementary School Central 3	108482	CATHERINE M. LAZA	School Principal II
	Santo Domingo Integrated High School	3012272	Graziela Judy A. Pacheco	School Principal II
	Labas Senior High School	342596	ALVIN D. SANTA MARIA	School Principal II

B. RIZAL AND QUEZON CLUSTERS

Rizal	Catmon Elementary School	109465	Alejandro A. Sibayan Jr.	Teacher-In-Charge
	Pantay National Integrated School	308123	Timothy A. Bautista	Principal II
	Angono National High School	301417	Ma. Elena V. Bernardo	Principal IV
Antipolo City	Antipolo City Senior High School	342175	Liza L. Banayon	Principal I
QUEZON PROVINCE	Lutucan Integrated National High School	301349	Jessie Vasquez	Principal IV
	Alabat Island National High School	301284	Gregorio I. Racelis	Principal IV
LUCENA CITY	Lucena City National High School (Mayao Parada Extension)	308505	Rey G. Aleman	TIC-Master Teacher
	Gulang-Gulang National High School	308503	Rodolfo A Sena	School Principal I
	Lucena Dalahican National High School	308501	Carmen H. Macatugob	School Principal I
Tayabas City	Luis Palad Integrated High School	301347	Gener C. Delos Reyes	Principal IV

C. CAVITE CLUSTER

Cavite Province	Amaya Elementary School	108155	Rea C. Famorcan	School Principal IV
	Tagaytay City Science National High School	301215	Bernadette S. Sumagui	School Principal IV
	Tanza National Trade School	301219	Rolando P. Dilidili	School Principal IV
Bacoor City	Senior High School in Progressive	342599	Ronald Drio	School Principal II
General Trias City	Luis Y. Ferrer Jr. West National High School	307822	Naneth P. Salvador	Head Teacher
Imus City	Imus Pilot Elementary School	107974	Cristina M. Ben	School Principal IV
	Malagasang 2 Elementary School	107987	Jocelyn A. Limosinero	School Principal

	Gen. Emilio Aguinaldo National High School	301190	Lerma V. Pena	School Principal IV
	Imus National High School	301196	Arturo P. Rosaroso Jr.	School Principal IV

D. BATANGAS CLUSTER

Batangas Province	Balayan East Central School	107225	Loida P. Rosales	Principal IV
	Lanatan-Munting Tubig Elementary School	107239	Lennie N. Cabasis	Principal II
	Sucol Elementary School	163507	Eric B. Panganiban	Principal I
	Sampaga Elementary School	107247	Rowena D. Marquez	Principal II
	Fermin La Rosa National High School	301100	Mary Jane M. Gonzales	Principal IV
	Ilat National High School	301103	Jocelyn M. Manset	Principal II
	Santa Anastacia San Rafael National High School	301146	Baby Janet U. Dimailig	Principal IV
	Baclaran Elementary School	107224	Ernesto S. Pinano	Principal I
	Lucban National High School	301110	Glenda S. Mendoza	Principal I
	Lemery Pilot Central School	107409	Ma. Teresa E. Caringal	Principal IV
	Sto. Tomas South Central School	107709	Angelita D. Razon	Principal III
	San Pedro National High School	301143	Evangeline P. Limbo	Principal II
	Balayan National High School	301072	Crispin I. Magpantay	Principal IV
	Payapa Elementary School	107418	Olympia A. Orlina	Principal IV
Batangas City	Banaba West Integrated School	301471	Lilibeth M. Virtus	Principal IV
	Balete Integrated School	301470	Sally M. Evangelista	Principal III
LIPA CITY	LIPA CITY SCIENCE INTEGRATED NHS	301492	LIEZEL M. VILLANUEVA	SCHOOL PRINCIPAL II

OFFICIAL LIST OF SBM LEVEL III SCHOOLS 2015

Bacoor City	Queen's Row ES	107888	Glorian, Teodoro A.	Principal IV
Batangas Province	San Pablo ES	107708	Thelma Masa	Head Teacher I
	Bauan Technical H. School	301080	Roco, Gabriel Royo	Principal III
Calamba City	Jose Rizal Memorial School	109817	De Guzman, Gervacio B.	Principal I
	Camp Vicente Lim NHS	301516	De Leon, Mildred M.	Principal III
Quezon	Alabat Island NHS	301284	Racelis, Gregorio I.	Principal IV