



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



12 September 2024

**Regional Memorandum**

No.644 s.2024

**ADDENDUM TO REGIONAL MEMORANDUM NO. 615, S. 2024**

To: **Schools Division Superintendents**  
**All Others Concerned**

1. In reference to the DepEd Order No. 007, s. 2024<sup>1</sup> and Regional Memorandum No. 615, s. 2024<sup>2</sup>, this Office through the Field Technical Assistance Division requests the SDOs to accomplish the Google sheet and submit a signed copy of the report on the identified gaps in achieving the indicators as contained in the Revised SBM System.
2. The data collected plays pivotal role towards educational reform and enhancement. It underscores the importance of the revised School-Based Management (SBM) framework and its effective implementation, particularly concerning the ongoing commitment to monitoring and improving the intervention programs across the schools in the Region. The approach to track and analyze these intervention programs' progress must be systematic and thorough.
3. To ensure compliance with the established guidelines, the Schools Division Office is required to complete this link <https://tinyurl.com/TATrackingSBM> and provide a signed copy based on the template embedded in the link. Before submission, verify that all information entered in the template are correct and reflect current operationalization efforts. The submission of the aforementioned report is on or before September 17, 2024.
4. This also reiterates the Schools Division Offices to adhere to the Roles and Responsibilities stipulated in the hereunder provisions, to wit:

*F. Roles and Responsibilities of the Different Governance Levels*

*F.1. Schools Division Office. The SDO is responsible for providing technical assistance and extending guidance to schools in thier process of self-improvement. It is also responsible for ensuring that the results of self-assessment consistently capture the realities of schools. More importantly, the SDO shall capacitate its schools as they target improvements in the different SBM dimensions.*

<sup>1</sup> Policy Guidelines on the Implementation of the Revised School – Based Management System  
<sup>2</sup> Tracking and Analysis of the Implementation and Results of Technical Assistance Interventions



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The SDOs created and mobilized a Division Field Technical Assistance Team (DFTAT) to allow a more comprehensive and holistic approach to guide and assist schools. The Team is composed of focal persons coming from the different units within the two functional divisions of the SDO. **The Team is led by the School Governance Division (SGOD)** and its membership is based on the specializations necessary in providing targeted support to improve the SBM dimensions. It is at the discretion of the Office of the Schools Division Superintendent (OSDS) to approve the final composition and size of its DFTAT, but at the minimum, the **Division SBM coordinator, who is a Senior Program Specialist from the SGOD – School Management Monitoring and Evaluation (SMME) unit** shall be a member of the said team.

G. Monitoring and Evaluation (M&E)

At the **SDO Level**, the SGOD – SMME and the DFTAT shall conduct monitoring in terms of compliance with the SBM implementing guidelines. The SDO shall further conduct a process evaluation to determine, analyze, and address common challenges of schools in their observance and achievement of school practices and learning outcomes expressed as SBM Indicators.

The M and E results shall be utilized by the SDOs to continuously improve their provision of technical assistance to schools.

5. For further details, you may contact the Chief of Field Technical Assistance Division, Michael Girard R. Alba at 09178882731 or via email at [michael.alba@deped.gov.ph](mailto:michael.alba@deped.gov.ph)
6. Immediate dissemination and strict compliance with this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director