

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



28 January 2026

Regional Memorandum

No.69 s.2026

SURVEY ON THE IMPLEMENTATION OF SCHOOL ORGANIZATIONAL DIAGNOSIS THROUGH THE CONDUCT OF THE SBM LEADERSHIP TRAINING NEEDS SURVEY

To: **Schools Division Superintendents**

1. Pursuant to DM-OUHROD-2026-0149, this Office, through the Field Technical Assistance Division (FTAD), hereby disseminates the guidelines on the implementation of the School Organizational Diagnosis through the conduct of the SBM Leadership Training Needs Survey, to ensure the proper and orderly administration of the tool.
2. The FTAD and the School Governance and Operations Division (SGOD) shall ensure the widest dissemination of this Memorandum. The Google Survey Form may be accessed through tinyurl.com/SBMFY26-SurveyForm.
3. The School Head shall accomplish and submit the Survey. Where a School Head supervises more than one (1) public school, only one (1) submission shall be made for such School Head. The respondent shall ensure that all basic school information entered in the Survey is true, accurate, and complete.
4. Respondents are enjoined to review their responses carefully prior to final submission. For this purpose, only official DepEd email addresses (personal and/or school accounts) shall be used and declared.
5. Please refer to the attached Memorandum for complete guidance.
6. For clarifications, please contact Michael Girard R. Alba, Chief, Field Technical Assistance Division, at (02) 8682-2114 local 440.



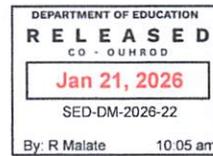
Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



7. Immediate dissemination and strict compliance with this Memorandum are hereby enjoined.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director


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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2026-0149

**TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
FIELD TECHNICAL ASSISTANCE DIVISION, CHIEFS
SCHOOL GOVERNANCE AND OPERATIONS DIVISION, CHIEFS
REGIONAL AND DIVISION SBM COORDINATORS
ALL OTHERS CONCERNED**

ATTENTION : ALL PUBLIC SCHOOL HEADS

FROM : WILFREDO E. CABRAL
*Undersecretary for Human Resource and Organizational
Development and Infrastructure*

E-signed by
Wilfredo Cabral
1/23/2026, 4:36:20 PM

**SUBJECT : IMPLEMENTATION OF SCHOOL ORGANIZATIONAL DIAGNOSIS
THROUGH THE CONDUCT OF THE SBM LEADERSHIP
TRAINING NEEDS SURVEY**

DATE : January 23, 2026

The Department of Education (DepEd) recognizes the critical role of competent school heads in fostering effective and high-performing public schools. As primary leaders of their respective institutions, school heads are entrusted with various responsibilities that require continuous enhancement and development of their leadership competencies.

With the official issuance of **DepEd Order No. 007, s. 2024**, or the *Policy Guidelines on the Implementation of the Revised School-based Management (SBM) System*, the Department has provided an opportunity for a simplified and strengthened understanding and application of SBM. The abovementioned policy emphasizes foundational principles designed to guide and support the daily operations of public schools, ensuring alignment with the intended framework for school governance and management.

Through the lens of organizational development, the Office of the Undersecretary for Human Resource and Organizational Development and Infrastructure (OUHRODI)



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aims to gather grassroots-level information on the leadership training needs of school heads as part of its organizational diagnosis. This initiative shall allow the Department to comprehensively identify the scope of needs, prioritize training interventions, and establish a structured framework for capacity-building programs tailored to SBM leadership.

To advance this objective, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) shall conduct the SBM Leadership Training Needs Survey effective upon issuance of this Memorandum until February 9, 2026.

The guidelines to ensure the proper and orderly administration of the survey are as follows:

1. The FTAD and SGOD shall ensure the proper dissemination of this Memorandum.
2. The Google Survey Form can be accessed at tinyurl.com/SBMFY26-SurveyForm.
3. The school head is tasked to complete the survey. In cases where a school head oversees more than one public school, only one survey form must be submitted.
4. The respondent must ensure that all basic school information provided in the survey is accurate and complete.
5. Multiple submissions are not allowed. Respondents are expected to carefully review their answers before submitting the survey form.
6. If possible, only DepEd email addresses (personal and school accounts) should be used and declared for this purpose.

For clarifications and inquiries, you may contact BHROD-SED via email at bhrod.sed@deped.gov.ph or by telephone at (02) 8633-5397.

For guidance and compliance.

**Copy furnished:
Office of the Secretary, Department of Education**

