



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

October 6, 2021

REGIONAL MEMORANDUM

No. **00-598**s. 2021

**REGIONAL VIRTUAL VALIDATION OF SCHOOL-BASED MANAGEMENT (SBM)
TO SCHOOLS WITH LEVEL III OF PRACTICE**

To: Assistant Regional Director
Regional Office Division Chief
Schools Division Superintendents
All Others Concerned

1. In continued pursuit for strengthening the School-Based Management (SBM) Level of Practice in emphasizing the welfare of the learners through the active involvement of the community in the delivery of basic education services, this Office, through the Quality Assurance Division (QAD) announces the conduct of the Regional Virtual Validation of School Based-Management (SBM) to Schools with Level III of Practice on the following dates:

Date	No. of days	Validation Phase
Oct. 25, 2021	1	Refresher Meeting
Nov. 5, 29 2021	2	Validation Proper
Dec. 6, 7, 9, 10, 14, 2021	5	Validation Proper
Dec. 15, 2021	1	Post Validation Conference

2. Primarily, the objectives of the said activity are as follow:
- 2.1 to validate the SBM level of practice as operationalized by the school through Document Analysis, Observation and Discussion (D-O-D) process;
 - 2.2 to assess the performance improvement of the school based on *Access*, *Efficiency* and *Quality* indicators;
 - 2.3 to confirm the level of involvement of both internal and external stakeholders through established standards; and
 - 2.4 to recommend validated school as SBM Level III of practice for regional level recognition.
3. In case the validation fails on the identified schedule as stipulated in this issuance due to unavoidable circumstances, the affected school/s will be prioritized in the second round visit together with the other SBM Level 3 recommended schools for the same purpose.



4. The expenses incurred for one lunch, two snacks, and other incidental expenses relative to the conduct of the activity shall be charged to QAD funds subject to usual accounting and auditing rules and regulations.
5. To comply with the IATF protocols, the Regional Office participants are hereby advised to strictly observe the required health and safety standards.
6. Immediate dissemination of and compliance with this memorandum are desired.

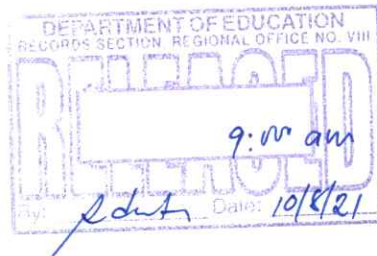

EVELYN R. FETALVERO, CESO IV
Regional Director 

- Enclosures: 1. Requirements for Virtual Validation Process
2. Schedule of Activities of Virtual Validation of School-Based Management (SBM) First Round
3. Evaluation Sheet for Virtual Validation Process

Reference: D.O No 83 s. 2012, QAD –OM v05 Appendix 4
To be indicated in the **Perpetual Index** under the following subjects:

RECOGNITION SCHOOL-BASED MANAGEMENT STANDARD VALIDATION

QAD-MCMS



(Enclosure No. 1 to Regional Memorandum No. 598, s. 2021)

REQUIREMENTS FOR VIRTUAL VALIDATION PROCESS

- a. The virtual validation of schools with SBM level III of practice as evaluated by SDO and endorse to RO shall be conducted in the school.
- b. Messages of the external stakeholders during the opening activity shall be delivered virtually or through canned video.
- c. The school to be validated must meet the following technical requirements:
 - 1.1 stable internet connectivity and backup power supply;
 - 1.2 document scanner or any gadget to be used for online viewing of documents/artifacts not included in the scanned Means of Verification (MoVs) shall be made available during the validation, if needed;
 - 1.3 Laptops shall be made available during the FGD
 - 1.4 Scanned MOVs/artifacts shall be stored in the google drive shared to qad.region8@deped.gov.ph on or before October 22, 2021 and shall be properly labeled as follows:

Main folder (Name of School-Division)
Sub- folder

 - A.**
 1. Copy of the **SBM assessment result validated by SDO**
 2. **20-minute canned video highlighting the school facilities and SBM practices**
 - B. Performance Improvement** (Data/information to support the claimed performance indicators obtained within the required period for assessment)
 - a. Access
 - b. Efficiency
 - c. Quality
 - C. Artifacts by Principle**
 - a. Leadership and Governance (*one folder per indicator*)
 - b. Curriculum and Learning (*one folder per indicator*)
 - c. Accountability and Continuous Improvement (*one folder per indicator*)
 - d. Management of Resources (*one folder per indicator*)
 - D. Consent Form** (Compliance with Data Privacy Act)
 - E. Omnibus Certification on the Authenticity and Veracity of documents**
as evaluated by the SDO executed by the school head.
 - F. Directory for Internal and External Stakeholders** (E-COPY of EXCEL FILE)
Name/Position/Landline/Mobile Number/Email Address/Facebook Account
- d. The post virtual remote validation reports to be submitted to QAD in one folder **(Name of School-Division)** are the following:
 - 4.1 Customized FGD recorded video
 - 4.2 Accomplished Evaluation Sheet (E-COPY of WORD FILE) –*This refers to the Evaluation of the Validation process implementation. The template will be provided by the RO Validating Team.*
 - 4.3 List of Teaching and Non-Teaching Personnel involved in the validation Process for Certificate of Recognition under the following format
Name/MI/Family Name/Position (E-COPY of EXCEL FILE)
- e. Division Information Technology Officer (ITO) shall be involved in the validation to provide technical assistance specifically to:
 - 5.1 facilitate in the creation and sharing of the google link and or any platform for the validation;
 - 5.2 assist the focal persons in scanning and sending the documents; and
 - 5.3 check the internet connection, ICT equipment such as scanner and other facilities to ensure smooth flow of the process.
4. Division DRRM focal person is enjoined to be with the team and shall monitor the compliance of the IATF protocol.
5. All participants of the validation process shall adhere to the Inter-Agency Task Force (IATF) protocol.
6. SBM Division Coordinator shall oversee the conduct of the virtual validation.

(Enclosure No. 2 to Memorandum No. 598, s. 2021)

**SCHEDULE OF ACTIVITIES OF THE VIRTUAL VALIDATION OF SCHOOL BASED-MANAGEMENT (SBM)
FIRST ROUND**

1. PRE- VALIDATION			
Activity		Date	Participants
Refresher meeting of SBM composite team		October 25, 2021	Regional Composite Team
2. VALIDATION PROPER			
Division	Schools with SBM Level III of Practice	Date of Evaluation	Regional Composite Team
Biliran	Tabunan National High School	Nov. 5, 2021	Principle 1 Leadership and Governance <i>Chairman:</i> Dr. Rita R. Dimakiling (QAD) <i>Members:</i> Dr. Alejandrino L. Yman (FTAD) Dr. Alejandra B. Lagumbay (HRDD)
Calbayog City	San Policarpo National High School	Nov. 29, 2021	Principle 2 Curriculum and Instruction <i>Chairman:</i> Dr. Rosemarie M. Guino (CLMD) <i>Members:</i> Dr. Amenia C. Aspa (CLMD) Dr. Nova P. Jorge (CLMD) Dr. Ryan R. Tiu (CLMD) Dr. Gertrudes C. Mabutin (CLMD) Dr. Gerardo L. Adtoon (QAD)
Catbalogan City	Silanga Elementary School	Dec. 6, 2021	Principle 3 Accountability and Continuous Improvement (CI) <i>Chairman:</i> Dr. Melvin Chito M. Solis (QAD) <i>Members:</i> Dr. Jimmy G. Gula (QAD) Dr. Geraldine Mangaliman (FTAD) Dr. Rowena T. Vacal (HRDD)
Leyte	San Isidro National High School	Dec 7, 2021	Principle 4 Management of Resources <i>Chairman:</i> Rachel R. Cuevas (QAD) <i>Members:</i> Dr. Reynaldo Nayre (FTAD) Dr. Rodel V. Rosales (HRDD) Engr. Ryan L. Bagon Romar C. Dianito (FD) Rey Niño Lee (FD)
Maasin City	Dongon Elementary School	Dec. 9, 2021	Performance Improvement <i>Chairman:</i> Sonny S. Tayum (QAD) Focus Group Discussion Coordinator <i>Chairman:</i> Dr. Marlou Camposano (QAD) Secretariat: Franco Villamor (QAD) Fernando Santos (QAD) Anna Lyn B. Lim (FTAD)
Ormoc City	New Ormoc City National High School	Dec. 10, 2021	ICT Staff: Jim Albert Lagado Mikko Duero Gerard Christopher Villigas
Tacloban	Palanog Elem. School	Dec. 14, 2021	
3. POST VALIDATION			
Activity		Date	Participants
Consolidation of results by composite team on the observations, findings, recommendations and commendations of the SBM remote validation process.		Dec. 15, 2021	Regional Composite Team

(Enclosure No. 3 to Regional Memorandum No. 598, s. 2021)

EVALUATION SHEET FOR THE VIRTUAL VALIDATION PROCESS

Name of Respondent : _____
 Position : _____
 School: _____

Instructions:

The information collected will be used to determine the effectiveness and efficiency of the process implementation of the Virtual Validation School-Based Management for improvement.

The utilization of the gathered information shall be governed by Republic Act 10173, otherwise known as the Data Privacy Act of 2012 and shall be kept strictly confidential.

Part I : Qualitative Information

Kindly put a check mark (✓) in the column that corresponds to the appropriate rating as to the level of satisfaction in the identified sub-processes as you perceived and experienced during the virtual SBM validation using the following scale:

- 5 - Strongly Satisfied
- 4 - Fairly Satisfied
- 3 - Moderately Satisfied
- 2 - Satisfied
- 1 - Poorly satisfied

No.	Sub-Processes	5	4	3	2	1
1.	Dissemination of the virtual validation process					
2.	Identification of the virtual validation requirements					
3.	Document Analysis, Observation, Discussion					
4.	Evaluation of school performance improvement					
5.	Conduct of Focus Group Discussion					
6.	Validation Closing Activity					

Part II : Quantitative Information

A. Insights

B. Recommendation for Improvement

