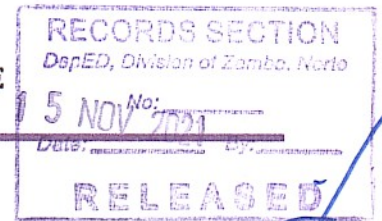




Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



Division Memorandum  
No. 128s. 2021

**TO :** Assistant Schools Division Superintendents  
Chiefs, SGOD & CID  
Concerned SDO Unit/Section Heads  
Public Schools District Supervisors  
Principals/SHs, All Public Elementary & Secondary Schools  
All Others Concerned

**FROM :** MA. LIZA R. TABILON Ed.D CESO V  
Schools Division Superintendent

**SUBJECT :** VIRTUAL ROLL-OUT OF THE ENHANCED PROCESSES IN ASSESSING  
AND VALIDATING SCHOOL-BASED MANAGEMENT (SBM) LEVEL OF  
PRACTICE FOR CY 2022

**DATE :** November 11, 2021

1. In reference to the Regional Memorandum no. 373, s. 2021 dated September 7, 2021, re: *Guidelines on the Enhanced and New Processes of Assessing and Validating School-Based Management (SBM) Level of Practice for CY 2022*, this Office through the School Governance and Operations Division (SGOD) will conduct the subject activity on November 24, 2021 at 9:00 AM thru the ZN SDO Facebook livestream.
2. All school heads and the school SBM Task Force members are the required participants in this virtual roll-out.
3. Where there is a need for school/district participants to convene for attendance in an area where internet connectivity is stable, compliance with the local IATF rules and regulations, and observance of the minimum health and safety protocols are imperative. Expenses which may be incurred by the participants in going to and from an area to attend in this virtual activity may be charged against their respective local school funds, subject to the issuance of appropriate travel documents by the school head concerned, and the usual COA accounting and auditing rules and regulations.
4. Please find the enclosures; Encl. 1- A: matrix of activities, & Annex 1-B: Division SBM Task Force, and Encl. 2- Approved SBM Action Plan, for information, reference and guidance of all concerned.
5. Compliance with and wide dissemination of this Memorandum is desired.

*SGOD-SMM&E -whi/virtualroll-outSBMLoPCY2022-11112021*





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**Enclosure 1**

**I-A**

***MATRIX OF ACTIVITIES***

TOPIC/ACTIVITY	TIME	RESOURCE PERSONS
Opening Program	9:00 -9:30	
Discussion on the Salient Parts of RM 373, s. 2021	9:30- 10:00	<b>CES Joy E. Letran-Singson, EMD</b>
Recap of the SBM Principles	10:00 -10:30	<b>CES Lilia E. Abello, Ed.D</b>
The Enhanced Processes in Assessing SBM Level of Practice	10:30-12:00	<b>PSDS Reynaldo Magtuba, EdD</b>
Discussion on the Applicable Forms	1:00 – 2:00	<b>SEPS Wilson H. Inding</b>
Ways Forward	2:00 – 2:30	<b>EPS Ervie A. Acaylar</b>

**I-B**

***THE DIVISION SBM TASK FORCE***

*(Composition and TORs patterned after the RO-SBM Task Force)*

POSITION	TERMS OF REFERENCE	PERSON IN-CHARGE
<b>Chairperson</b>	Manage the over-all SBM evaluation/validation and endorse to RO the recommended schools for validation & recognition	<b>Ma. Liza R. Tabilon, Ed.D, CESO V</b>
<b>C0-Chairpersons</b>		<b>ASDS Ma. Judelyn J. Ramos, CESE ASDS Judith V. Romaguera</b>
<b>Focal Person</b>	Plans for the details, recommends procedures or guidelines in the division evaluation/validation	<b>Joy. E. Letran-Singson, EMD</b>
<b>Coordinator</b>	Coordinates and collaborates with SBM Task Force Members, leads in the evaluation process and facilitates the smooth conduct of the validation	<b>SEPS Wilson H. Inding</b>
<b>SBM Task Force</b>	<i>Facilitate the actual evaluation, Provide TA during evaluation/validation</i>	<b>Members of the DFTAT</b>
<b>Secretary/Record Keeper</b>	<i>Act as secretary and keep all records and documents during the SBM evaluation/validation</i>	<b>EPS II Jed A. Nieves Gekabel Velarde</b>





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Enclosure 2

**SBM EVALUATION/VALIDATION ACTION PLAN**

September – December 2021

Activities	Date	Action Taken	Remarks
Composition of Division Field Technical Assistance Team (DFTAT)	September 23, 2021	Division Memorandum No. 477, s. 2021 was issued for this purpose	Members of the DFTAT were hand picked by the SDS. Copy of the DFTAT Composition was submitted to RO on September 23, 2021
Planning Session for the Capacity building of DFTAT Members	November 12, 2021	The virtual planning session shall be attended by the PMT, Resource Persons, and Secretariat for the Capacity Building Workshop	The planning session is captured in Division Memorandum No. 523, s. 2021, dated November 3, 2021
Capacity Building Workshop of DFTAT Members/SBM Task Force on Enhanced SBM Assessment Processes	November 16, 2021	Information dissemination is done thru Division Memorandum No. 523, s. 2021. Venue and accommodation arrangements are done.	Participants in this Cap B workshop are the DFTAT members. District M&E Coordinators are also participating, they being the probable SBM Coordinators in the 60 districts.
Conduct of virtual Roll-out of the Enhanced Assessment Processes on SBM Level of Practice	November 23, 2021	All school heads and the members of the school SBM Task Force are expected to join this activity through live streaming	Memorandum to this effect is to be issued and released within the 2 <sup>nd</sup> week of November 2021
Conduct of Actual Evaluation/Validation to the Identified Level 3 Schools	November 28 – December 10, 2021	There are 2 identified schools claiming Level 3 status, under SY 2019-20 were sent to the RO for validation.	Other schools rating Level 3, and select schools nearing Level 3 under SY 2020-21 will also be subjected to evaluation. Timelines will be annexed in the Memo to be issued.

Prepared by:

**WILSON H. INDING**  
Division Testing Coordinator

Recommending Approval

**JOVE E. LETRAN-SINGSON, EMD**  
Chief Education Supervisor, SGOD

APPROVED:

**MA. LIZA R. TABILON EdD, CESO V**  
Schools Division Superintendent

SGOD/SMM&E/whi/SBMActionPlan/11112021

