



Republic of the Philippines
Department of Education
 REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

August 9, 2021

DIVISION MEMORANDUM
 No. 300, s. 2021

**REGIONAL TECHNICAL ASSISTANCE PROVISION TO SBM LEVEL 2 SCHOOLS
 FOR SCALING-UP PERFORMANCE IN SCHOOL-BASED MANAGEMENT**

To: Chief ES SGOD
 All DFTAT Members
 School Heads of SBM Level 2 Schools
 All Members of School SBM Coordinating Teams

1. Pursuant to Regional Memorandum No. 286, s. 2021 stating the Technical Assistance Provision to SBM Level 2 Schools for Scaling-up Performance in School-Based Management, the Division of Science City of Munoz through Microsoft Teams platform will be hosting the conduct of the regional activity on August 10, 2021 at 1 to 5pm.
2. The following Level 2 schools will participate in the said activity;

Elementary		
Bagong Sikat ES	Licaong ES	San Andres ES
Cabisuculan ES	Gov. ELJ ES	Sapang Cauayan ES
Calabalabaan ES	Licaong ES	Villa Cuizon ES
Calisitan ES	Mapangpang ES	Villa Santos ES
Franza ES	Munoz North CS	Ricardo Viola ES
Secondary	Magtanggol IS	MNHS SHS

3. For clarification, you may contact the SBM Coordinator through lamberto.corpuz@deped.gov.ph or at cellphone number 0935 631 0043.

DEP-ED
 SCIENCE CITY OF MUÑOZ
RECEIVED
 AUG 09 2021
 by: _____


DANTE G. PARUNGAO, CESO VI
 Officer-in-Charge

Office of the Schools Division Superintendent

LPCSepts smme 8/9/2021



Handwritten mark

Loyal, Excellent, Accountable and Dedicated to Service

Address: Brgy. Rizal, Science City of Muñoz, 3119
 Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph
 DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



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**REGIONAL TECHNICAL ASSISTANCE TO LEVEL 1 AND LEVEL 2 SCHOOLS
FOR SCALING-UP PERFORMANCE IN SCHOOL-BASED MANAGEMENT**

Division of Science City of Munoz

AUGUST 10, 2021

PROGRAM OF ACTIVITIES

I. PRELIMINARY ACTIVITIES	Plenary
A. OPENING PROGRAM NATIONAL ANTHEM PRAYER REGION III HYMN MUNOZ HYMN ROLL CALL AND PRESENTATION OF PARTICIPANTS	AVP
B. WELCOME REMARKS	DANTE G. PARUNGAO, CESO VI OIC-Schools Division Superintendent
C. STATEMENT OF PURPOSE Presentation of Schools for Validation	EDWIN T. MARCOS FTAD Chief
D. PRESENTATION OF SDO ANALYSIS AND FINDINGS PER SBM PRINCIPLE; SYNTHESIS OF FINDINGS COMMON TO ALL SCHOOLS	LAMBERTO P. CORPUZ DIVISION SBM FOCAL PERSON
II. AVP PRESENTATIONS 3-minute AVP by the School Head 1-minute AVP per Principle	School Heads, SBM Coordinators and Chairman of SBM Principles
III. TA PROVISION BY FTAD	FTAD Chief and Personnel
IV. WAYS FORWARD	
V. MONITORING PLAN BY SGOD AND FTAD	THE RO3 SBM VALIDATING TEAMS

LAMBERTO P. CORPUZ

Master of Ceremony



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**RESULTS OF ANALYSIS ON THE FACTORS IDENTIFIED THAT DETER
SCHOOLS FROM SCALING-UP IN THEIR PERFORMANCE
IN SCHOOL-BASED MANAGEMENT**

PREPARED BY:


LAMBERTO P. CORPUZ
DIVISION SBM FOCAL PERSON

Reviewed By:


BERNARDO A. GARGABITE, EdD
Chief ES, SGOD

Recommending Approval:


ZUREX T. BACAY, PhD
Asst. Schools Division Superintendent

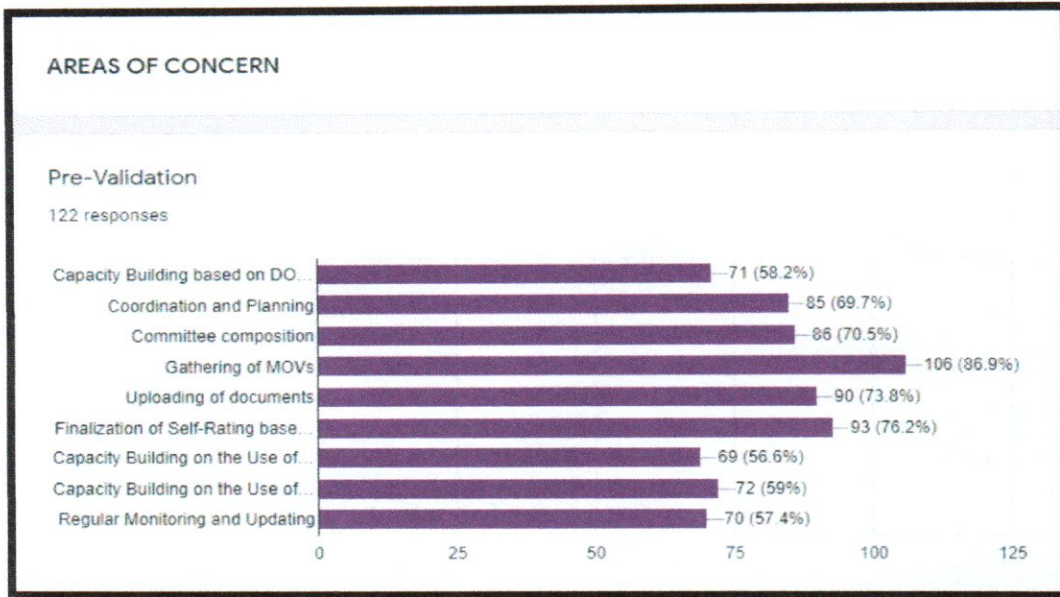
APPROVED:

DANTE G. PARUNGAO, CESO VI
OIC-Schools Division Superintendent

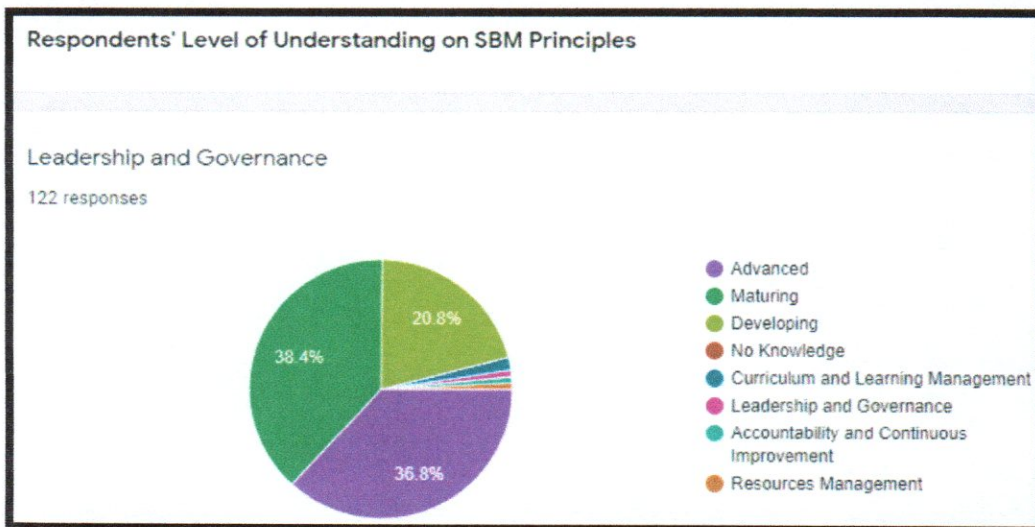


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CONSOLIDATED SBM ASSESSMENT REPORT PER PRINCIPLE



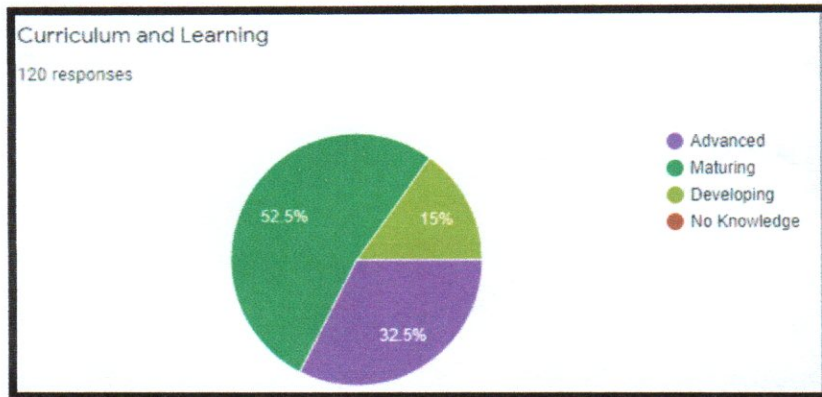
After the capacity building conducted by the Division Office thru the SMME unit of SGOD, the Chart shows only 58% of the School Heads capacitated their School Assessment Teams, only 56% of the respondents were oriented on the use of the Self-Assessment Tool. In contrast, almost 87% of the respondents were tasked to gather MOVs and 74% were ordered to upload it.



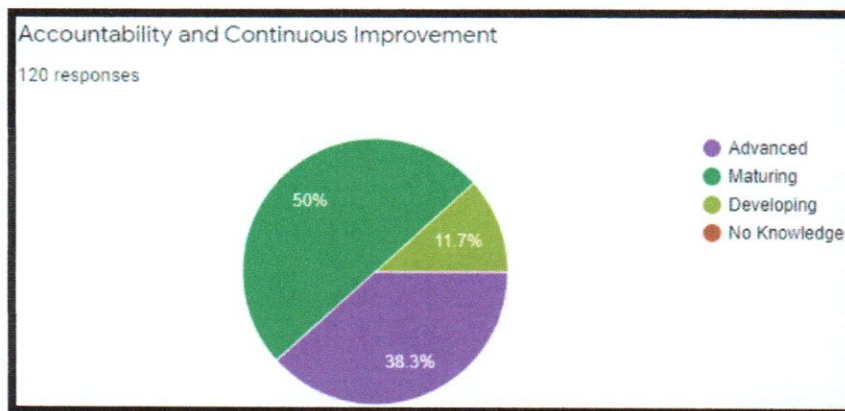


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Almost 37% of the respondents claimed an advanced level of understanding of the SBM Principles. 21 % were in the ‘starting to know’ stage and 38% were maturing.



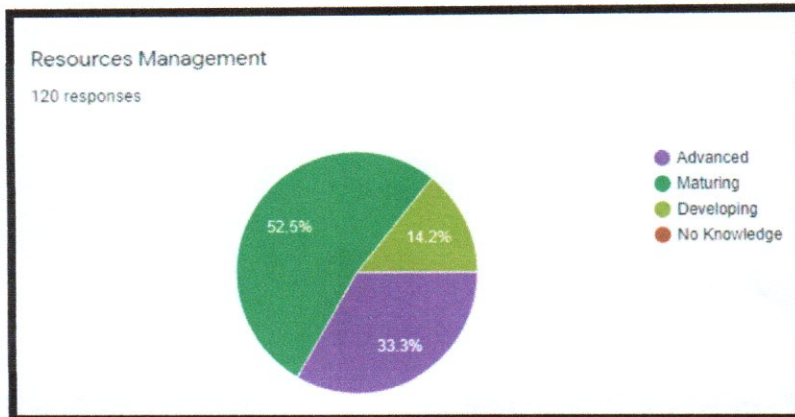
For Curriculum and Learning, almost 53% of the respondents were claiming that they were able to develop interventions and innovations used to facilitate learning experiences. Only 15% have limited knowledge about their roles in the management of Curriculum and learning.



The graph shows 38.3% of the respondents have an understanding of the 3rd SBM Principle. However, 50% were still maturing in the practice of SBM.



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52.5% of the respondents manifested knowledge in the management of resources and 33.3% were confident that they have enough knowledge and participation in the established reporting mechanisms of their school resources.

ISSUES AND CONCERNS IN THE PROCESS OF SBM VALIDATION

Write here the issues and concerns encountered in the process of Pre-validation
122 responses

Identification of the needed evidences under each principle is one of the struggles encountered by the SBM Team especially because some of them were not specifically cited in the tool.

New members of the SBM team are not yet familiar with needed MOVs

1. Time Management,
2. Confusion of attachment on different principles

-Hard copies of MOVs were available but found hard time on scanning the documents due to other activities and task of the designated person.

Missing, and lacking of documents

Limited time in gathering data due to workloads.

LACK OF MOVs

Lacking of MOVs

Write here the issues and concerns encountered in the process of Pre-validation
122 responses

Lack of knowledge about the needed documents to be provided.

More work for teachers
Coordination difficulties
Not enough time to plan
Teachers working too many roles at the same time

we cant provide all the MOVs needed

Accountability

gathering of movs is quite hard

Updates and revisions on SIP & AIP.

Write here the issues and concerns encountered in the process of Pre-validation
122 responses

Unable to accomplish some PPAs for the last quarter of SY 2019-2020 due to pandemic / Needed plan adjustment for the implementation of PPAs for FY 2020, 2021

Gathering and Scanning of MOVs

Gathering of MOVs from teachers. Some pictures were erased in their phones and some are were misplaced.

Irregular monitoring and untimely updating resulted incomplete ACR in different programs, projects and activities initiated by school and PTA and external stakeholders.

1. Unable to accomplish PPAs for last quarter of SY 2019-2020 due to pandemic
2. Needed plan adjustment for implementation of PPAs fiscal year 2020-2021

Consistency and process of Monitoring and Evaluation of SBM.

As a new SBM coordinator, I find it hard to coordinate with the team and answer their questions, that's why I need to educate myself through reading of the guidelines and asking the experts. It is very important to me that I know what I am doing.



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ISSUES AND CONCERNS IN UNDERSTANDING AND GATHERING MOVs

Identify here the issues and concerns encountered in understanding and gathering MOVs for each SBM principle.

122 responses

Proper documentations and keeping documents intact on its respective folders are not visible. No MOVs for some accomplished activities.

Limited time in gathering MOVs and scanning due to workloads

Some documents are missing

Lack of documents

Limited time in gathering data because of workloads

Missing of some documents needed

1. The teachers-in charge in Resources Management do not fully understand the MOVs to include in some of the indicators of their assigned SBM principle.

2. Difficulty of communicating and coordinating with other SBM team members due to our work arrangement schedule

Identify here the issues and concerns encountered in understanding and gathering MOVs for each SBM principle.

122 responses

Have complete documents or ACR in all the programs, projects, and activities and submit on time.

Overlapping of reports to submit

School must have bank account for school fund to deposit

Conduct monthly meeting of external and internal stakeholders

Difficulties in gathering MOV's and documents.

Confusion about the MOVs needed

Confusion of new roles and responsibilities

Lack of time in gathering and organizing the necessary data

we don't understand some of the MOV's needed to move for the next level

Roles and responsibilities and coordination difficulties

There are movs which are hard to be completed because of unlacking documents

Narratives are unavailable



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ASSISTANCE NEEDED IN PERFORMING ROLES IN THE CONDUCT OF SBM VALIDATION

Write here the needed assistance in performing your role in the SBM Validation Process (Maaring isulat sa Filipino ang mga kasagutan)

122 responses

Please provide assistance on what specific MOVs are needed for each principle per indicator and how to systematically organize all the MOVs needed by the school.

- *Regular monitoring of documents
- *Preparation of school system with proper documentation.

1. Orient the teachers on the new SBM Assessment Tool for updating to meet the level 3 advance ..

- identifying the needed MOVs in every SBM Principle per indicator.
- regular assessment and updates of SBM principle

Giving enough time to retrieve or to prepare lacking documents.
Technical assistance to teachers to understand the preparations of lacking sbm documents.

Enhancing knowledge on the different documents needed in every principle

Mapalawak ang aking kaalaman kung paano mapaulad ang mg Data sa bawat principle

Write here the needed assistance in performing your role in the SBM Validation Process (Maaring isulat sa Filipino ang mga kasagutan)

122 responses

Systematic gathering of data

Pagpapalawak ng kaalaman kung paano mapapaulad ang uri ng mga dokumento na ilalagay sa bawat principle.

Professional development support on the implementation of SBM validation process for all teachers
Lessen workloads of teachers under DLM

Please provide us a list of MOV's in each principle per indicator. Or sample MOV's for us to have a guide to follow. Thank you.

pagpapalawak pa po ng kaalaman kung paano pa mapapaulad ang mga uri ng dokumento na ilalagay sa bawat principle

Make accessible and simple process

Technical Assistance in completing documents. How to prepare each mov



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Write here the needed assistance in performing your role in the SBM Validation Process (Maaaring isulat sa Filipino ang mga kasagutan)

122 responses

T.A on how to acquire correct and accurate documents.

Guidance in preparing documents needed

I need the assistance in understanding the documents needed

Form of sharing information and expertise

Transmission of working knowledge from other person

Provide basic information and promote access to up to date information and resources

hingi po sana kami ng assistance para sa mga MOV's na hindi namin naiintindihan para makamove kami sa mas mataas na level.

Focus accountability

seminar on the validation tool

Write here the needed assistance in performing your role in the SBM Validation Process (Maaaring isulat sa Filipino ang mga kasagutan)

122 responses

Give teachers or the school the list of mov's/documents, sample moa, mou and others for them to easily prepare and complete the needed documents for each programs and projects

Achieving complete ACR on the continuous exchange of information, sharing of expertise and materials among the schools, home and community for the development of self-directed learners and the program to be mainstreamed but continuously improved to make relevant to emergent demands.

Capacitate the SBM Team on how to Perform SBM especially with stakeholders as partnership in our school with MOVs

I think capacity building on the importance and the technicalities of SBM Hindi po lahat naiintindihan kung para saan ang SBM at kung kaylan ito dapat ihanda.

Needs assistance in accomplishing all the needed evidences in SBM.

Analysing data/documetns to further improve delivery of basic education

Might as well send us complete list of MOVs in each SBM Principle for us to easily gather them.



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PROVISION OF TECHNICAL ASSISTANCE

Based on the identified Issues and Concerns, together with the findings, recommendations and suggestions during the conduct of the Online SBM Validation, the SBM Focal Person proposed to the OIC-Schools Division Superintendent, thru the Division Field Technical Assistance Team, a series of activities providing technical assistance to the validated schools having gaps based on their self-rating. The proposed TA is a cross-system approach where the expertise of the Division’s Unit Heads were tapped as resource persons.

Department of Education REGION III - CENTRAL LUZON SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ	
PROJECT PROPOSAL	
I. PROJECT TITLE	: CONTINUING TECHNICAL ASSISTANCE ON SCHOOL-BASED MANAGEMENT EFFECTIVE PRACTICES
II. PROGRAM AREA	: SCHOOL MANAGEMENT MONITORING AND EVALUATION (SMME)
III. PROPONENT	: LAMBERTO P. CORPUZ, SEPS
IV. PROGRAM SCHEDULE	: JULY 9, 15 AND 16 2021
V. PROJECT VENUE	: ONLINE
VI. TARGET CLIENTELE	: ALL SCHOOL HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS ALL SEM COORDINATING TEAM MEMBERS
VII. RATIONALE	<p>The challenge of today's effective school management is to perform its usual function in a very unusual situation. As a response, innovative and progressive approach to school management monitoring leading to contactless and limited face-to-face approaches must be established to ensure the most appropriate delivery of providing technical assistance.</p>
VIII. OBJECTIVE	<p>The primary purpose of this program is to help every school to effectively and efficiently manage their school-community through the provision of Continuing Technical Assistance based on the findings, recommendations and suggestions following the Online SEM Validation of Documents.</p>
IX. STRATEGIES	<p>For the effective implementation of this continuing online technical assistance, the following activities will be followed:</p> <ol style="list-style-type: none"> 1. Presentation of consolidated issues and concerns gathered during the online validation of SEM Level of Practice;

Department of Education REGION III - CENTRAL LUZON SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ	
2.	Conduct of Virtual Technical Assistance to School's SBM Assessment Teams following the issued memorandum.
3.	Craft TA agreements.
4.	Implement TA plans and agreements.
5.	Track accomplishments.
6.	Submit documents for SMEA and DMEA reporting.
7.	Issue Certification of SEM Rating to validated schools.
X. SOURCE OF FUND	: INSET FUND
BUDGET PROPOSAL	
A. NUMBER OF PARTICIPANTS (32 Members of the DPTAT)	
B. EXPENSES	
MEALS AND SNACKS:	32 X 450.00 = Php. 14,400.00
PROPOSED MENU	
AM SNACK	Overflowing Coffee, Palabok with barbecue, Bottled water
LUNCH	Rice, Buttered Shrimp, Crispy pork belly, <u>Gising-gising</u> , banana, bottled water
PM SNACK	Clubhouse, pineapple juice
Epson 3110 printer	8,000.00
Office Supplies	
1 box bond paper (Nespa)	1,000.00
2 Sets printer ink	1,200.00
ESTIMATED EXPENSES:	= Php. 24,600.00
Prepared by:	
LAMBERTO P. CORPUZ Senior Education Program Specialist	
Funds Available:	Reviewed by:
MINDA V. MANGALINDAN Budget Officer	BERNARDO A. GARGABITE, EdD Chief Education Supervisor- SCOD

As reflected in the Action plans made by the validated schools, the following concerns per principle were addressed through the issuance of the Division Memorandum on the Provision of continuing Technical Assistance:



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Department of Education REGION III – CENTRAL LUZON SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ			
			June 30, 2021
DIVISION MEMORANDUM			
No. _____, s. 2021			
PROVISION OF CONTINUING TECHNICAL ASSISTANCE ON SCHOOL-BASED MANAGEMENT (SBM) VALIDATION			
To: Chief ES (SGOD & CID) All DFTAT Members All Public Elementary and Secondary School Heads All School SBM Coordinating Teams			
<p>1. Pursuant to Division Memorandum No. 162, s. 2021 stipulating the guidelines on the Online Process of SBM Validation, this office will conduct the Provision of Continuing Technical Assistance to SBM Level 3 Schools based on their submitted Action Plans on July 9, 15 and 16, 2021.</p> <p>2. As part of the Division Field Technical Team's commitment to ensure the effective practice of School management, Technical assistance will be provided based on the Interviews, Focus Group Discussions and Observation of processes obtaining evidence.</p> <p>3. The following concerns were observed to be needing improvements during the conduct of SBM Online validation:</p>			
SBM Principle	Issues and Concerns	Concerned DFTAT Member	Date to be conducted
Leadership and Governance	SIP Review; Utilization of Project Monitoring Report; Alignment of Developmental and Operational plans; Feedback Mechanism using Social media management	Engr. Marlon Seminig and Lamberto P. Corpuz	July 9, 2021
Curriculum and Instruction	Development of Contextualized Learning Interventions and locally developed materials; Monitoring and Assessment of Interventions;	EPSs	July 15, 2021
Accountability and Continuous Improvement	Partnership Building; School Needs Assessment; Documentation and preparation of ACRs	Joel G. Dizon Lamberto Corpuz	July 16, 2021
Resources Management	Reporting of Financial Statements and records of School Improvement Projects initiated by Donors	Accounting and Budget Unit	July 16, 2021
<p>4. For clarification, you may contact the SBM Coordinator through lamberto.corpuz@deped.gov.ph or at cellphone number 0935 631 0043.</p> <p>5. For information and strict compliance.</p>			
<p>DANTE G. PARUNGAO, CESO VI Officer-in-Charge Office of the Schools Division Superintendent</p>			
<small>LPE/2021/004 www.d.20/2021</small>			

As of 2021, SDO Munoz has a total of 16 Level 2 schools and 22 Level 3 schools. For the validated 22 Level 3 Schools in 2020, an increase of 33% (8 of the 24 Level 2 Schools in 2019) improved their Level of Practice.

All schools uploaded their documents to the Division SBM Portal from February to March. The DFTAT's validation of documents was on April 2021. The Online validation for Level 3 schools was conducted from the month of May to June 2021. The validation of Level 2 schools was set on August, 2021.