



Republic of the Philippines  
**Department of Education**

REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

May 28, 2021


**DIVISION MEMORANDUM**

NO. 167, s. 2021





To: Assistant Schools Division Superintendents  
Chief, Curriculum and Implementation Division  
Chief, School Governance and Operations Division  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Concerned

**SCHOOL-BASED MANAGEMENT LEVEL OF PRACTICE ASSESSMENT**

1. Pursuant to DO 83, s. 2012, DO 20, s. 2013, RM 53, s. 2021 and RM 7, s. 2021 through the School Management Monitoring and Evaluation Section issues the School-based Management Level of Practice Assessment and other related activities.
2. This activity aims to:
  - a. Evaluate the current SBM level of practice of all schools through the use of SBM Self-Assessment Tool;
  - b. Validate the school level of practice for School Year 2019 - 2020; and
  - c. Submit a shortlist of schools with level 2 and level 3 practice to be subjected for regional validation.
3. Timeline of SBM level of practice related activities shall be as follows:

Date and Time / Venue	Nature of Activity	Reference	Persons Involved
May 31, 2021 – June 11, 2021	Accomplishment of Self-Assessment of School SBM Level of Practice	<a href="https://tinyurl.com/SBMSelfAssessment20192020">https://tinyurl.com/SBMSelfAssessment20192020</a> 	All Elementary and Secondary School Heads (except stand alone SHS)
June 14 – 17, 2021	Initial Evaluation of	Submitted and collated school report	SMME Section and Division SBM



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	SBM Self-Assessment Result		Team
June 18, 2021	Division SBM Team Planning Meeting	Planning Meeting relative to the conduct of onsite/offsite evaluation	Division SBM Team
June 21 – 25, 2021	Initial validation of schools with current Level 3 practice <small>Based on SY 2017-2018, 2018-2019 data</small>	Onsite/Offsite validation of schools with Level 3 practice (Annex A)	Selected Elementary and Secondary School Heads Assigned Division SBM Team
June 28, 2021 onwards	Validation of Schools with Level 2 of Practice	Onsite/Offsite validation of schools	Selected Elementary and Secondary School Heads Assigned Division SBM Team
July 16, 2021	Submission of initial list of schools for regional validation	Shortlist of Schools with specific level of practice	SMME Section
September 20, 2021 onwards	Validation of schools with Level 1 of Practice	Onsite/Offsite validation of schools	Selected Elementary and Secondary School Heads Assigned Division SBM Team

4. In terms of the Performance Indicators on the Improvement, it is stipulated in Regional Memorandum No. 7 s, 2021 that, “Access on Enrolment Rate, there is an option for schools whose enrolment decreased due to the opening of the nearby school; maximize the Learner Information System (LIS) to validate the claim by the Planning Officer of the Schools Division Office to be certified by the Schools Division Superintendent. In terms of Efficiency particularly on dropout rate (DR), cohort survival rate (CSR), and completion rate (CR). The Cohort Survival Rate and Completion rate will not be included in the computation and consider Graduation and Promotion Rate instead; just retain Simple Drop-out. In terms of Quality, proficiency



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level will be used based on EBEIS. Since the assessment evaluates the existing culture, strategy, and systems of a school, it is highly recommended to be further utilized in measuring the 40% of Four Principles in SBM which apply to any typology of schools. It is with this basis that the MPS for Grades 3, 6 and 10 shall also be included in the data collection.





5. Should there be any concern, you may contact Maria Belen C. Mojica, SEPS Monitoring and Evaluation and Kristine G. dela Rosa, EPS II thru contact no. 0999-229-0973 or email addresses [mariabelen.mojica@deped.gov.ph](mailto:mariabelen.mojica@deped.gov.ph) or [kristine.gener@deped.gov.ph](mailto:kristine.gener@deped.gov.ph)

6. Immediate dissemination of this Memorandum is highly desired.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

KGdR/DM 167 s. 2021  
052821-077 / 05/28/2021



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**Annex A. Schools with Level 3 of Practice**

Based on SY 2017-2018, 2018-2019 data

Municipality	Name of School	Target/Tentative Date of Validation/Revalidation	Validators*
Alfonso	Alfonso Central School	June 21, 2021	SBM Team of South Cluster
Tanza	Tanza National Trade School	June 21, 2021	SBM Team of North Cluster
Carmona	Carmona Elementary School	June 21, 2021	SBM Team of East Cluster
Naic	Naic Elementary School	June 21, 2021	SBM Team of West Cluster
Carmona	Bancal Elementary School	June 23, 2021	SBM Team of East Cluster
Carmona	Milagrosa West Elementary School	June 24, 2021	SBM Team of East Cluster
Tanza	Amaya Elementary School	June 24, 2021	SBM Team of North Cluster
Tagaytay	Tagaytay City Science National High School	June 24, 2021	SBM Team of South Cluster

\*Refer to Annex D



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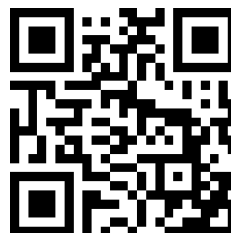
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**Annex B.** Regional Memorandum 53, s. 2021

Guideline on the Suggested Means of Verification in Assessing and Validating School-Based Management Level of Practice

<https://tinyurl.com/RM53s2021>



**Annex C.** Regional Order No. 7, s. 2021

Supplemental Guidelines in Operationalization of School-based Management (SBM) Level 3 of Practice Assessment

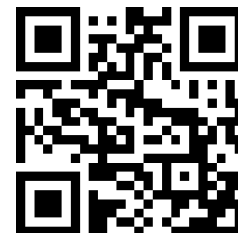
<https://tinyurl.com/RO7s2021>







**Annex D.** Division Memorandum No. 33 s, 2020

Reconstitution of School-Based Management Team

<https://tinyurl.com/DO33s2020>



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