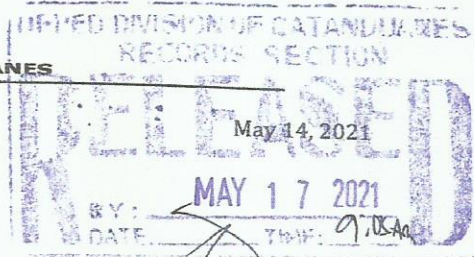




Republic of the Philippines  
**Department of Education**  
 Region V – Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**




**DIVISION MEMORANDUM**  
 OSDS-SGOD-DM- 119, s. 2021

**DIVISION VALIDATION OF SCHOOL-BASED MANAGEMENT (SBM)  
 LEVEL OF PRACTICE FOR THE QUALIFIED ELEMENTARY AND SECONDARY SCHOOLS**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors, CID and SGOD  
 Education Program Supervisors, CID and SGOD  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 Division SBM Coordinator  
 All Others concerned

1. Pursuant to DepEd Order No. 83, s. 2012 titled Implementing Guidelines on Revised School-Based Management (SBM)-Assessment Process and Tool (APAT) and Regional Memorandum No. 67, s. 2019, Implementing Guidelines on Contextualized School-Based Management (SBM)-Assessment Process and Tool (APAT), the Schools Division Office of Catanduanes is mandated to conduct the **SBM Validation Visit of the schools with Level 2 SBM Level of Practice on the following dates:**
  1. June 14 to 16, 2021- Districts of Bagamanoc North and South, Panganiban and Viga West
  2. June 17 and 18, 2021- Districts of San Miguel North, Gigmoto and Bato East
  3. June 21 and 22, 2021- Districts of Caramoran North and South
  4. June 23, 2021- Districts of San Andres East and West
  5. June 24 and 25, 2021- Districts of Virac North and South
2. In this connection, concerned schools (list hereto attached) are advised to prepare the following:
  - a. claims, evidence, MOVs and artifacts of SBM level of practice arranged by Principle:
    - a) **LEADERSHIP AND GOVERNANCE**
    - b) **CURRICULUM AND INSTRUCTION**
    - c) **ACCOUNTABILITY AND CONTINUOUS IMPROVEMENT** and
    - d) **MANAGEMENT OF RESOURCES**
  - b. other documents of best practices and innovations along SBM implementation
3. The school SBM Coordinator is expected to be present during the validation of their respective schools.
4. Upon completion of the validation process, the SDO Validation Teams are instructed to submit a copy of the following to the Division SBM Coordinator:
  - a) SBM Certificate of Rating
  - b) Copy of the Validated Self-Assessment Tool
  - c) Copy of the DOD Processing Sheet
5. Templates are attached in this memorandum.
6. Travel and other incidental expenses of Division SBM Coordinating Teams, Division SBM Coordinator and School SBM Coordinating Team shall be charged against local/school MOOE funds, subject to the usual accounting and auditing rules and regulations.
7. For information, widest dissemination and compliance of all concerned.

  
**SUSAN S. COLLANO**  
 Assistant Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

SMME/DM Validation of SBM Level of Practice  
 05/14/ 2021/SSC-SEPS/SBM



Republic of the Philippines  
**Department of Education**

Region V - Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

Enclosure no.1 to Division Memorandum no. \_\_\_\_ s. 2021

**LIST OF SCHOOLS WITH LEVEL 2 SBM LEVEL OF PRACTICE  
 (Self-Assessment)**

NAME OF SCHOOL	DISTRICT	SCHEDULE OF VALIDATION VISIT	
1. Bugao ES	Bagamanoc North	June 14, 15 and 16, 2021	
2. Mavil ES			
3. Sagrada ES			
4. Pangcayanan ES	Bagamanoc South		
5. Cabuyoan ES	Panganiban		
6. Maculiw ES			
7. Panganiban NHS			
8. Del Pilar ES	Viga West		
9. Ogbong ES			
10. Viga RDHS			
11. Sicmil IS	Gigmoto	June 17 and 18, 2021	
12. Biong ES	San Miguel North		
13. Kilikilihan ES			
14. Batalay ES			
15. Bote IS	Bato East		
16. Bato RDHS			
17. Caramoran CES		Caramoran North	
18. Tucao-Maysuram ES			
19. Caramoran RDHS			
20. Dariao NHS	Caramoran South	June 21 and 22, 2021	
21. Milaviga IS			
22. San Jose ES			
23. Yocti ES	San Andres East		June 23, 2021
24. Codon ES	San Andres West		
25. Calatagan ES	Virac North		June 24 and 25, 2021
26. Sto. Domingo ES			
27. Virac Pilot ES			
28. F. Tacorda Village ES	Virac South		
29. Hawan Ilaya ES			
30. Magnesia ES			
31. Valencia ES			





## SBM LEVEL OF PRACTICE VALIDATION FORM

### I. IMPROVEMENT OF LEARNING OUTCOMES (60%)

Name of School: \_\_\_\_\_ District: \_\_\_\_\_

Division: \_\_\_\_\_ Region: \_\_\_\_\_ Date : \_\_\_\_\_

<b>A. ACCESS (45%)</b>			
School-Year	Enrolment	% of increase (A-B)/ B (100)	Rating and Equiv. Points
2015-2016	400	Baseline	1-Marginal at least 1% Increase 2- Average at least 7% Increase 3- High at least 10% Increase
2016-2017	500	100/400 (100) = 25%	
2017-2018	550	50/500 (100) = 10%	
2018-2019	600	50/550 (100) = 9%	
<b>Average % of Increase</b>		<b>25+ 10 +9/3 = 14.6%</b>	<b>High = 3</b>
<b>B. EFFICIENCY (25%)</b>			
School-Year	Dropout Rate	% of Decrease (100) (Baseline - 7.06)	Rating and Equiv. Points
2016-2017	10	10+8+10=28/3=9.33- 7.06=2.27/7.06 x100.	1-Marginal at least 25% decrease 2- Average at least 50% decrease 3- High - has 0% DR
2017-2018	8		
2018-2019	10		
<b>Average Decrease</b>			<b>Average= 1</b>
School-Year	Completion Rate	% of Increase (A-B)/B (100) (Baseline - 75%)	Rating and Equiv. Points
2016-2017	80	5/75 (100) = 6.66%	1-Marginal at least 5% Increase 2- Average at least 7% Increase 3- High at least 10% Increase
2017-2018	85	10/75 (100) = 13%	
2018-2019	80	5/75 (100) = 7%	
<b>Average Increase</b>		<b>= 8.9%</b>	<b>Average = 2</b>
School-Year	Cohort Survival Rate	% of Increase (A-B)/B (100) Baseline - 75%	Rating and Equiv. Points
2016-2017	80	5/75 (100) = 6.66%	1-Marginal at least 5% Increase 2- Average at least 7% Increase 3- High at least 10% Increase
2017-2018	75	0/75 (100) = 0	
2018-2019	85	10/75 (100) = 13.33%	
<b>Average Increase</b>		<b>= 6.7</b>	<b>Marginal - 1</b>
<b>Average Efficiency Rating</b>		<b>DR + CR + CSR/3 = 1 + 2 +1 =4/3 = 1.33</b>	
<b>C. QUALITY</b>			
School-Year	Average Final Rating	Average (SY1 +SY2 + SY3) /3	Rating and Equiv. Points
2016-2017	76	76 + 85 + 80 = 80	1-Marginal : 65- 75% 2-Average : 76- 85% 3-High : 86-100%
2017-2018	85		
2018-2019	80		
<b>Average</b>		<b>80</b>	<b>Average - 2</b>

Summary:

CATEGORY	WEIGHT	AVE. RATING X Weight	Weighted Rating
ACCESS	45%	3 X 0.45	1.35
EFFICIENCY	25%	1.33 X 0.25	.33
QUALITY	30%	2 X 0.30	.60
<b>TOTAL</b>	<b>100%</b>		<b>2.28 - Better</b>



**Legend:**

- A- Accomplishment
- B- B- Baseline

Numerical rating Scale	Description
0.50 – 1.40	Good
1.50 – 2.49	Better
2.50 – 3.00	Best

**II. Validated Practices Using DOD (40%)**

SBM Principles	Weight	Cumulative Scores of Validators per Principle	Results
		Computation	
Leadership	30%	1 x 0.3	1.3
Curriculum Learning	30%	2 x 0.3	.6
Accountability	25%	1.6 x 0.25	.4
Resource Management	15%	2.8 x 0.15	.42
Sub- total	100%		2.72

Legend :

Numerical rating Scale	Description
0.50 – 1.40	Good
1.50 – 2.49	Better
2.50 – 3.00	Best

**III. Computation for the Final Rating**

Areas	Weight	Computation	Results
Performance Improvement	60%	2.28 X 0.60	1.368
SBM Assessment Score (DOD)	40%	2.72 X 0.40	1.08
TOTAL	100%		2.45

**Interpretation**

- \_\_\_\_\_ Developing (Level I)
- \_\_\_\_\_ Maturing (Level II)
- \_\_\_\_\_ Advanced (Level III)

**Description of SBM Level of Practice:**

Numerical rating Scale	Description
0.50 – 1.40	Developing
1.50 – 2.49	Maturing
2.50 – 3.00	Advanced

## SBM LEVEL OF PRACTICE VALIDATION FORM

### I. IMPROVEMENT OF LEARNING OUTCOMES (60%)

Name of School: \_\_\_\_\_ District: \_\_\_\_\_

Division: \_\_\_\_\_ Region: \_\_\_\_\_ Date : \_\_\_\_\_

<b>A. ACCESS (45%)</b>			
School-Year	Enrolment	% of increase (A-B)/ B (100)	Rating and Equiv. Points
			1-Marginal at least 1% Increase 2- Average at least 7% Increase 3- High at least 10% Increase
<b>Average % of Increase</b>			
<b>B. EFFICIENCY (25%)</b>			
School-Year	Dropout Rate	% of Decrease (100) (Baseline - 7.06)	Rating and Equiv. Points
			1-Marginal at least 25% decrease 2- Average at least 50% decrease 3- High - has 0% DR
<b>Average Decrease</b>			
School-Year	Completion Rate	% of Increase (A-B)/B (100) (Baseline - 75%)	Rating and Equiv. Points
			1-Marginal at least 5% Increase 2- Average at least 7% Increase 3- High at least 10% Increase
<b>Average Increase</b>			
School-Year	Cohort Survival Rate	% of Increase (A-B)/B (100) Baseline - 75%	Rating and Equiv. Points
			1-Marginal at least 5% Increase 2- Average at least 7% Increase 3- High at least 10% Increase
<b>Average Increase</b>			
<b>Average Efficiency Rating</b>		<b>DR + CR + CSR/3 =</b>	
<b>C. QUALITY</b>			
School-Year	Average Final Rating	Average (SY1 +SY2 + SY3) /3	Rating and Equiv. Points
			1-Marginal : 65- 75% 2-Average : 76- 85% 3-High : 86-100%
<b>Average</b>			

Summary:

CATEGORY	WEIGHT	AVE. RATING X Weight	Weighted Rating
ACCESS	45%	X 0.45	
EFFICIENCY	25%	X 0.25	
QUALITY	30%	X 0.30	
<b>TOTAL</b>	<b>100%</b>		



**Legend:**

- A- Accomplishment
- B- B- Baseline

Numerical rating Scale	Description
0.50 – 1.40	Good
1.50 – 2.49	Better
2.50 – 3.00	Best

**II. Validated Practices Using DOD (40%)**

SBM Principles	Weight	Cumulative Scores of Validators per Principle	Results
		Computation	
Leadership	30%	x 0.3	
Curriculum Learning	30%	x 0.3	
Accountability	25%	x 0.25	
Resource Management	15%	x 0.15	
Sub- total	100%		

Legend :

Numerical rating Scale	Description
0.50 – 1.40	Good
1.50 – 2.49	Better
2.50 – 3.00	Best

**III. Computation for the Final Rating**

Areas	Weight	Computation	Results
Performance Improvement	60%	X 0.60	
SBM Assessment Score (DOD)	40%	X 0.40	
TOTAL	100%		

**Interpretation**

- \_\_\_\_\_ Developing (Level I)
- \_\_\_\_\_ Maturing (Level II)
- \_\_\_\_\_ Advanced (Level III)

**Description of SBM Level of Practice:**

Numerical rating Scale	Description
0.50 – 1.40	Developing
1.50 – 2.49	Maturing
2.50 – 3.00	Advanced