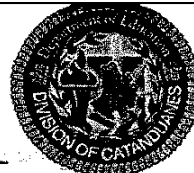
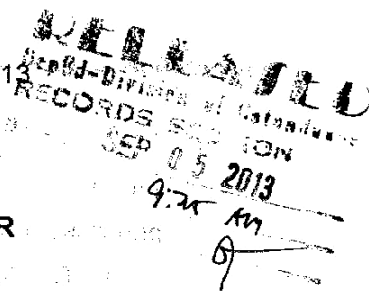




Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



September 3, 2013



Division Memorandum  
No. 70 s. 2013

**SEARCH FOR BEST SBM- PASBE IMPLEMENTER**

TO: **Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
District SBM Coordinating Team  
Teachers and Personnel**

1. In order to effectively and efficiently evaluate and assess the extent of the implementation of SBM-PASBE in all schools in the Division, the **SEARCH FOR BEST SBM-PASBE IMPLEMENTER** will be conducted this School Year SY-2013-2014.
2. The Revised School-Based Management (SBM) Philippine Accreditation System for Basic Education (PASBE) assessment tool will be the main instrument to be used for the search for best SBM-PASBE Implementer (DepEd Order No. 83, s. 2013).
3. All Schools in the Division will be evaluated and be categorized as follows:
  - A. Elementary Level:
    - Category A - Central Elementary School
    - Category B - Non-Central Elementary School
    - Category C - Clustered Elementary School
  - B. Secondary Level:
    - Category A - Rural High School (Implementing Units)
    - Category B - Nationalized High School (Non-implementing Units)
4. Cash award will be given to the best SBM-PASBE implementer for each category. Schedule of visit and evaluation is printed below. It is suggested that a District cash award may be given to School/District best SBM-PASBE Implementer.
5. Immediate and widest dissemination is desired.

*Jose L. Doncillo*  
**JOSE L. DONCILLO, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge

**SCHEDULE OF ASSESSMENT AND EVALUATION**

- I. School Evaluation/ Validation  
October 21-31, 2013 (to be evaluated by the School/SBM Coordinating Team)
- II. District Evaluation/ Validation  
November 18-20, 2013 (to be evaluated by the District SBM Coordinating Team)
- III. Division Evaluation/ Validation  
December 9-20, 2013 (to be evaluated by the Division SBM Coordinating Team)

**Note: List of Team of Evaluators as well as itinerary of travel will be issued in a separate memorandum.**

## **GUIDELINES FOR THE SEARCH FOR BEST SBM-PASBE IMPLEMENTOR**

### **A. Elementary Level:**

1. The Elementary School Heads will organize a school-based SBM coordinating team with the task of preparing documents or artifacts anchored on the four (4) ACCES's principles. These are:
  - a. Principle of Collective Leadership and Governance
  - b. Principles of Curriculum and Learning
  - c. Principles of Accountability AND Continuous Improvement
  - d. Principles of Management of Resources
2. The School Heads with the help of the organized team of at least ten (10) members composed of teachers, students and external stakeholders will conduct pre or self-assessment to determine the school level of SBM Practice and the readiness for the next level evaluation or validation.
3. The District Supervisor will organize a District- Based SBM Coordinating Team composed of at least 10 School Head with task of Evaluating/ Validating the documents or artifacts prepared by the school. The District SBM Coordinating Team headed by the District Supervisor will decide whether to use the whole or part method. The team shall evaluate/assess/validate the documents or artifacts following the DOD (document, analysis, observation and discussion) process.
4. The District Supervisor will schedule the district evaluation (please refer to the schedule released by the Division Office).
5. During the District/School Validation, it is suggested that the basic steps in the assessment process and the DOD Validation procedures will be followed.
6. The ranked No. 1 in each category will be the District entry to the Division search for the **BEST SBM- PASBE IMPLEMENTER**.

### **B. Secondary Level:**

1. The mechanics, organization of SBM coordinating team; Preparation of documents or artifacts; Evaluation, assessment and validation; the assessment process and validation procedures will be the same as that of the implementing guidelines for Elementary Level.
2. The selection of winners for Secondary Level:

There will only one Division Winner for each Category.