



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

January 31, 2020

DIVISION MEMORANDUM

No. 032, s. 2020

SUBMISSION OF THE SCHOOL-BASED MANAGEMENT TECHNICAL ASSISTANCE NEEDS ANALYSIS (TANA) FORMS AND SBM LEVEL OF PRACTICE SELF-ASSESSMENT FORMS

**To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
SGOD Supervisor
Public Schools District Supervisors
Elementary and Secondary School Heads
School SBM Coordinators
All Concerned**

1. In compliance with DO 44, s. 2015, otherwise known as the *Guidelines on the Enhanced School Improvement Planning (SIP)* process and the School Report Card (SRC) and RA 9155 known as the *Governance of Basic Education Act of 2001*, the Division of Tuguegarao City aims to strengthen School-Based Management (SBM) by intensifying the provision of technical assistance (TA) to the schools
2. All school heads are directed to accomplish the following forms in collaboration with the Public Schools District Supervisor (PSDS) in-charge and/or District Head:
 - a. SBM TANA Form
 - b. SBM TA Plan
 - c. Signed SBM TA Contract
 - d. Updated and computed SBM Self-Assessment (60% and 40% components)
3. The SBM forms were uploaded in the *2020 SBM Toolkit*.
4. All school heads and PSDSs are enjoined to revisit the DM 003, s. 2020, *SDO Tuguegarao City Technical Assistance (TA) Process* for reference.
5. School heads must prepare two (2) copies of the accomplished forms. One (1) copy will serve as the school copy and the other copy will be submitted to the Division SBM Coordinator for consolidation and basis for TA.
6. The SBM Self-Analysis e-tool may be used for accurate computation of results.



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 844-7925; (078) 377-8805
Email Address: tuguegarao@deped.gov.ph
Website: depedtuguegarao.com



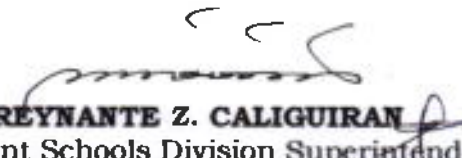
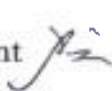
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7. All forms must be properly accomplished, signed/noted by the school head, SBM Coordinator and PSDS in-charge.

8. All school heads must submit one (1) copy of each of the required forms **on or before February 11, 2020**. The forms must be placed in a folder; properly labeled with the name of the school.

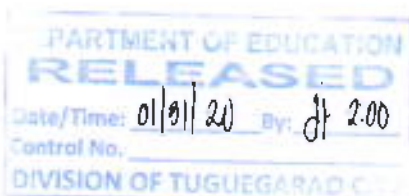
9. **Schools with incomplete submitted forms for TA and Self-Assessment may receive TA based on the consolidated TA needs of the district where they belong. However, schools with incomplete submitted forms will not be validated by the Division Field Technical Assistance Teams (DFTATs) and the Regional Field Technical Assistance Teams (RFTATs).**

10. For strict compliance.


REYNANTE Z. CALIGUIRAN
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent 

Reference: DO 44, s. 2015
To be indicated in the Perpetual Index
Under the following subjects:
PROGRAMS

SGOD/ SMME/GMD/ACI



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