



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY S600-07-2020-034

February 26, 2020

DIVISION MEMORANDUM

No. 059, s. 20 20

REGIONAL SCHOOL-BASED MANAGEMENT (SBM) PROGRESS MONITORING

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public Schools District Supervisors
Concerned Elementary and Secondary Public School Heads
Concerned SBM and SMME Coordinators

1. To intensify the Division's thrust of intensifying technical assistance (TA) in the schools to improve learning outcomes and performance, the Regional Field Technical Assistance Teams (RFTATs) through the Field Technical Assistance Division (FTAD) shall conduct a Regional SBM Progress Monitoring to the different Schools Division Offices (SDOs) particularly in their schools that conducted SBM school-initiated self-assessment on March 3-4, 2020 at 8:00 AM-5:00 PM.

2. This activity aims to:

- a. determine the status of SBM implementation; and,
- b. gather relevant data and concerns, issues, gaps and problems of schools and SDOs on SBM which will serve as the foundation in the provision of TA.

3. The following schools were identified by the Public Schools District Supervisors (PSDSs) to be visited for monitoring by the RFTATs:

- a. Tuguegarao North Central School;
- b. Tuguegarao Northeast Central School;
- c. Pardo Elementary School;
- d. Ugac Elementary School;
- e. Libag Elementary School;
- f. Tagga-Dadda Elementary School;
- g. Linao Elementary School;
- h. Carig Integrated Elementary School;
- i. Capatan Elementary School;
- j. Annafunan Elementary School;
- k. Cagayan National High School; and,
- l. Cataggaman Nuevo.



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



Doc Code:	FM-ORD-005	Rev:	00
As of:	July 2, 2018	Page:	1

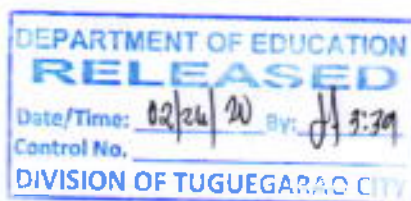
4. The selection was based on the instructional supervision and observations conducted by the supervisors.
5. The identified schools are enjoined to prepare their SBM documents, self-assessment records/forms, SBM Progress Monitoring Tool, Enhanced School Improvement Plan (ESIP)/Annual Improvement Plan (AIP), and other pertinent documents.
6. All PSDSs are directed to be in their districts and assist the school heads.
7. Attached is the Regional Memorandum and the SBM Progress Monitoring Tool.
8. For information and compliance.


REYNANTE Z. CALIGUIRAN

Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

Reference: DO 83, s. 2012
To be indicated in the Perpetual Index
Under the following subjects:
PROGRAMS

SGOD/ SMME/GMD/ACI



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

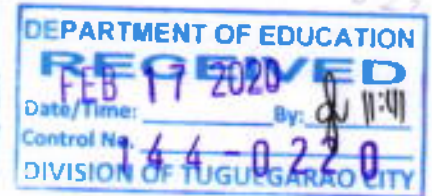


Doc Code:	FM-ORD-005	Rev:	00
As of:	July 2, 2018	Page:	2





Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY



February 12, 2020

REGIONAL MEMORANDUM

No. 023 s. 2020

**REGIONAL SCHOOL-BASED MANAGEMENT (SBM) PROGRESS
MONITORING**

TO: **SCHOOLS DIVISION SUPERINTENDENTS**

1. Relative to the mandate of DepEd Order No. 83, s. 2012 entitled Implementing Guidelines on the Revised School-Based Management (SBM) Framework, Assessment, Process and Tool (APAT) which aims to strengthen the SBM practices of our schools in order to improve school performance and stakeholders engagement; and RA 9155, the Governance of Basic Education Act of 2001 which provides the overall framework for principal empowerment by strengthening principal and leadership goals and local school-based management, this Office through the Field Technical Assistance Division (FTAD) with the assistance of the Regional Field Technical Assistance Teams (RFTATs) shall conduct the Regional SBM Progress Monitoring to the different Schools Division Offices (SDOs) particularly to their schools that conducted SBM school-initiated self-assessment.
2. This activity aims to:
 - 2.1 determine the status of SBM implementation; and
 - 2.2 gather relevant data and concerns, issues, gaps, and problems of schools and SDOs on School-Based Management which will serve as the foundation in the provision of technical assistance.
3. Listed below are the schedules of each division for the progress monitoring:

SDOs	Date
BATANES	April 21-23, 2020
CAGAYAN	
CD-1	February 26-28, 2020
CD-2	February 26-28, 2020
CD-3	February 26-28, 2020



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 304-3855; (078) 396-9728
Email Address: region2@deped.gov.ph
Website: region2.deped.gov.ph



Doc Code: FM-ORD-005	Rev: 00
As of: July 2, 2018	Page: 1



CAUAYAN CITY	
	February 20-21, 2020
ILAGAN CITY	
	February 26-28, 2020
ISABELA	
District 1 & 5	February 18-19, 2020
District 2 & 3	February 18-19, 2020
District 4 & 6	February 18-19, 2020
NUEVA VIZCAYA	
	February 19-21, 2020
QUIRINO	
	February 19-20, 2020
SANTIAGO CITY	
	February 18-19, 2020
TUGUEGARAO CITY	
	February 20-21, 2019

4. Division Field Technical Assistance Teams/Division SBM Task Force are requested to join the RFTATs during the progress monitoring.
5. Travelling expenses and other incidental expenses of the RFTATs shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
6. Attached are Enclosures 1 and 2 for guidance and reference of the RFTATs/Monitoring Teams to ensure quality and systematic flow of the monitoring activities:

Enclosure 1: Monitoring Guidelines
Enclosure 2: SBM Progress Monitoring Tool

7. Immediate dissemination of and strict compliance with this Memorandum is desired.

ESTELA L. CARINO, EdD, CESO IV
Director IV/Regional Director

FTAD: [spa/maa2020](#)



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 304-3855; (078) 396-9728
Email Address: region2@deped.gov.ph
Website: region2.deped.gov.ph



Doc Code:	PM-ORD-005	Rev:	00
As of:	July 2, 2018	Page:	2

MONITORING GUIDELINES

1. The Regional Field Technical Assistance Teams (RFTATs) shall each be assigned to monitor schools in a specific Schools Division Office (SDO). Likewise, the SDO may create its own monitoring teams that can be deployed to the different schools.
2. A courtesy call to the SDS by the RFTATs shall be done prior to the actual monitoring of schools. Members of the RFTATs may request for the list of schools to be monitored (at least 12 schools per member) preferably those schools which were not yet monitored by the SDO and had already conducted a School-Initiated Self-Assessment.
3. During the school visit, the RFTATs may look into the following opportunities to provide Technical Assistance (TA) to SDOs or concerned schools:
 - a. Enrolment (target vs actual)
 - b. Teachers Load (possibilities of mismatched qualifications with the trainings attended, etc.)
 - c. Resources used by the Teachers (CG, DLL, IMs, etc.)
 - d. Learning Interventions/Innovations
 - e. School Improvement Plan (following the Style guide)
 - f. Others
4. On the last day of the monitoring, the RFTATs and division monitoring teams shall conduct debriefing with the SDS and/or ASDS, and all other concerned personnel. Significant findings, observations, issues and concerns must be discussed during the debriefing activity for possible solutions, recommendations and agreements or alternative strategies to address the identified gaps.
5. A comprehensive monitoring report with recommendations shall be submitted by the RFTATs to their respected Chief Education Supervisor and to the FTAD Chief, Dr. Zenaida P. Alejo for managerial action. (The Consolidated Report Template will be provided by the the FTAD Office.)

SFTAD: rpa/mas2020



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 304-3855; (078) 396-9728
Email Address: region2@deped.gov.ph
Website: region2.deped.gov.ph



Doc. Code:	FM-ORD-005	Rev:	00
As of:	July 2, 2018	Page:	3





Republic of the Philippines
Department of Education
 REGION II - CAGAYAN VALLEY

Enclosure No. 2 to RM No. 025, s. 2020

SBM PROGRESS MONITORING TOOL

Date: _____

GENERAL INFORMATION			
Name of School			Address
Division			School ID
Name of Principal			CP Number
SBM Coordinator			CP Number
Total No. Of Teachers			Total No. of Non-Teaching Staff

I. PERFORMANCE IMPROVEMENT

A. ACCESS

Grade Level Enrolment	No of Learners (SY 2016-2017)			No of Learners (SY 2017-2018)			Enrolment as of (SY 2018-2019)			Enrolment as of (January 2020)			Trend (Increasing/ Decreasing/ Fluctuating)	Reason for the Variance
	M	F	Total	M	F	Total	M	F	Total	M	F	Total		
Kindergarten														
Grade 1-4														
Grade 5-6														
Grade 7-10														
Grade 11														
Grade 12														
Grand Total														



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
 Telephone Nos.: (078) 304-3855; (078) 396-9728
 Email Address: region2@deped.gov.ph
 Website: region2.deped.gov.ph

Doc Code: **FM-FTD-005** Rev: **00**
 As of: **Feb. 12, 2020** Page: **1**





Republic of the Philippines
Department of Education
 REGION II - CAGAYAN VALLEY

Enclosure No. 2 to RM No. 025, s. 2020

SBM PROGRESS MONITORING TOOL

Date: _____

GENERAL INFORMATION			
Name of School			Address
Division			School ID
Name of Principal			CP Number
SBM Coordinator			CP Number
Total No. Of Teachers			Total No. of Non-Teaching Staff

I. PERFORMANCE IMPROVEMENT

A. ACCESS

Grade Level Enrolment	No of Learners (SY 2016-2017)			No of Learners (SY 2017-2018)			Enrolment as of (SY 2018-2019)			Enrolment as of (January 2020)			Trend (Increasing/ Decreasing/ Fluctuating)	Reason for the Variance
	M	F	Total	M	F	Total	M	F	Total	M	F	Total		
Kindergarten														
Grade 1-4														
Grade 5-6														
Grade 7-10														
Grade 11														
Grade 12														
Grand Total														



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
 Telephone Nos.: (078) 304-3855; (078) 396-9728
 Email Address: region2@deped.gov.ph
 Website: region2.deped.gov.ph

Doc Code:	FM-PTD-005	Rev:	00
As of:	Feb. 12, 2020	Page:	1



	No of Learners (SY 2016-2017)			No of Learners (SY 2017-2018)			Enrolment as of (SY 2018-2019)			Enrolment as of (January 2020)			Trend (Increasing/Decreasing)	Reason for the Variance
	M	F	Total	M	F	Total	M	F	Total	M	F	Total		
ALS LEARNERS														
No. of Learners Mapped														
No. of OSC/OSY enrolled														
No. of Learners who completed module														
No. of Learners who took the A & E Test														
No. of A&E passers														
SPED LEARNERS														
No. of SPED LEARNERS														
IPED LEARNERS														
No. of IPED LEARNERS														

B. EFFICIENCY

KPIs	SY 2016-2017	SY 2017-2018	SY 2018-2019	Trend- (Increasing/Decreasing)	Reason for Variance
Name of Kindergarten School:					
Enrolment Rate					
Drop-Out Rate					
Completion Rate					



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500

Telephone Nos.: (078) 304-3855, (078) 396-9728

Email Address: region2@deped.gov.ph

Website: region2.deped.gov.ph

Doc. Code:	FM-FTD-005	Rev:	01
As of:	Feb. 12, 2020	Page:	2



KPIs	SY 2016-2017	SY 2017-2018	SY 2018-2019	Trend- (Increasing/Decreasing)	Reason for Variance
Name of Elementary School:					
Enrolment Rate					
Drop-Out Rate					
Completion Rate					
Name of Secondary School:					
Enrolment Rate					
Drop-Out Rate					
Completion Rate					
Name of Senior High School:					
Enrolment Rate					
Drop-Out Rate					
Completion Rate					

C. QUALITY

KPIs	SY 2016-2017	SY 2017-2018	SY 2018-2019	Trend- (Increasing/Decreasing)	Reason for Variance
For Elementary Schools:					
NAT 3					
NAT 6					
For Secondary Schools:					
NAT 10					
For Senior High Schools:					
Grade 12 NAT					

II. STATUS OF SBM Implementation

1. Conducted SBM School-Initiated Self-Assessment ☐ Yes ☐ No
2. Used the D-O-D Process ☐ Yes ☐ No
3. SBM Level of Practice: ☐ Level I ☐ Beginning
☐ Level II ☐ Maturing
☐ Level III ☐ Advanced



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500

Telephone Nos.: (078) 304-3855; (078) 396-9728

Email Address: region2@deped.gov.ph

Website: region2.deped.gov.ph

Doc Code	FM-FTD-008	Rev	01
As of	Feb. 12, 2020	Page	3



A. ENHANCED SCHOOL IMPROVEMENT PLAN (E-SIP)

CONCERNS	Evident	Not Evident	CIGPs
School Improvement Plan with Certificate of Acceptance (SY 2019-2022)			
a. Chapter 1 – DepEd's Vision, Mission, and Core Values Statement (Documentation of the Vision-Mission Sharing Activity, SPT Roles & Responsibilities, SPT Timetable)			
b. Chapter 2- Schools Current Situation (School's Current Situation, Results of the Prioritization of Root Causes, List of PIAs, Planning Worksheet)			
c. Chapter 3- Plan (List of Solutions, Project Work Plan and Budget Matrix, Annual Implementation Plan)			
d. Chapter 4- Monitoring & Evaluation (Project Monitoring Report)			
School Head with Team			
School Community-Planning Team			
School Project Team			
School Governing Council			
School Report Card (SRC)			
Learners' Hand Book			
School-Based Child Protection Policy/Anti-Bullying Policy Implementation			
Canteen Management			
SBFP			
Gulayan sa Paaralan			
DRRM			
WASH IN SCHOOLS (WinS Program)			
Utilization of MOOE and Other Resources			
Other Stakeholders' Accomplishments (Please Specify)			



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500

Telephone Nos.: (078) 304-3855; (078) 396-9728

Email Address: region3@deped.gov.ph

Website: region3.deped.gov.ph

Doc Code:	FM-PTD-005	Rev:	01
As of:	Feb. 12, 2020	Page:	4



B. SCHOOL-BASED MANAGEMENT (SBM) PRACTICES

SBM THEMATIC AREAS/PRINCIPLES	Innovations/Effective Practices/Best Practices
A. LEADERSHIP AND GOVERNANCE	
B. CURRICULUM AND LEARNING	
C. ACCOUNTABILITY AND CONTINUOUS IMPROVEMENT	
D. RESOURCE MANAGEMENT	

III. TEACHERS' PROFESSIONAL DEVELOPMENT

Educational Attainment of Teachers	Total Number	Position	Total Number	Training Needs
Teachers with MA Units		Teacher 1		No. of Newly-Hired Teachers (i.e., w/ 0-3 years of experience) who attended or completed TIP Module: _____
Teachers with MA Degree		Teacher 2		
Teachers with PhD Units		Teacher 3		
PhD Degree		Master Teacher 1		
Others		Master Teacher 2		
		Head Teacher 1		
		Head Teacher 2		
		Head Teacher 3		



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500

Telephone Nos.: (078) 304-3855, (078) 396-9728

Email Address: region2@deped.gov.ph

Website: region2.deped.gov.ph

Doc Code:	FM-FTD-008	Rev:	01
As of:	Feb. 12, 2020	Page:	5

IAF



		Head Teacher 4		
		Head Teacher 5		
		Others		
		Total		

IV. SCHOOL AWARDS AND RECOGNITION

Programs	Awards & Recognitions	Sponsor	Prize	Year Given/Awarded
1.				
2.				
3.				
4.				
5.				

Note: Use additional sheet/s if necessary.

V. ISSUES AND CONCERNS

(Note: This must be solicited through an interview. Not just 1 or 2 to answer this.)

Priority Needs	Problems Met/Challenges	TA needed from the RO
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

School Head

Division SBM Coordinator

RFTAT/ RO Monitor



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
 Telephone Nos.: (078) 304-3855; (078) 396-9728
 Email Address: region2@deped.gov.ph
 Website: region2.deped.gov.ph

Doc. Code:	FM-FTD-005	Rev:	01
As of:	Feb. 13, 2020	Page:	6

