



Republic of the Philippines
Department of Education
National Capital Region

SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

January 10, 2017

DIVISION MEMORANDUM

DepEd - MUNTINLUPA

RELEASED

DATE

[Signature]
1/10/17

TO: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Concerned School

SBM LEVEL OF PRACTICE VALIDATING TEAM FOR TUNASAN ELEMENTARY SCHOOL

1. Upon the request of the School SBM Coordinating Team of Tunasan Elementary School, the Division has created a team to do the validation process of the School SBM Level of Practice.
2. The team is expected to implement the process based on the approved guidelines.
3. Attached are the list of Assigned Division SBM Validating Team and the Validation Guidelines.
4. For information and guidance.

[Signature]
MAURO C. DE GULAN, Ed. D.
Schools Division Superintendent





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SCHOOLS DIVISION OFFICE
CITY OF MUNTINLUPA

Assigned Division SBM Validators

School: Tunasan Elementary School
School Principal: Mrs. Rhodora V. Mandap
Validation Date: February 1 & 2, 2017

SBM Dimensions	Validators Assigned
1. Leadership and Governance	Mr. Wilson F. Pascual, PSDS ✓ <i>VP</i>
2. Curriculum and Instruction	Mr. Rolando S. Muldong, PSDS ✓ <i>R. Muldong</i>
3. Accountability and Continuous Improvement	Dr. Zoren Pepito L. Gubalane, SEPS ✓ <i>Zoren</i>
4. Management of Resources	Mrs. Manuela M. Opalla, PSDS ✓ <i>Manuela</i>
*Learning Resource Validation	Mrs. Gina U. Urquia, EPS ✓ <i>Gina</i>
*Documentation	Mrs. Eustaquio F. Escario, PSDS ✓ <i>E. Escario</i>
*Minutes	Dr. Ma. Theresa C. Dela Rosa, PSDS ✓ <i>Ma. Theresa</i>

Prepared by:

Zoren
ZOREN PEPITO GUBALANE, DPA
Senior Education Program Specialist
Division SBM Coordinator

Recommending approval:

Nerissa
NERISSA R. LOMEDA
Chief Education Supervisor
Vice-Chair, SBM Assessment & Validation

Approved:

Mauro
MAURO C. DE GULAN, ED.D.
Schools Division Superintendent
Division SBM Chairman



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**SCHOOLS DIVISION OFFICE
CITY OF MUNTINLUPA**

December 27, 2016

To: MRS. RHODORA V. MANDAP
Principal II
Tunasan Elementary School

Subject: SCHOOL SBM LEVELS OF PRACTICE VALIDATION


This is in relation to your letter dated December 8, 2016 requesting the Division SBM Team to conduct validation processes in your school. This office is truly grateful of your gesture to continuously improve school operations and practices thru SBM principles.


In consideration of your request, the Division SBM Coordinating Team has scheduled the validation process in your school on February 1 & 2, 2017 (8:00AM-5:00PM).

**Day 1: Documentary Analysis, Observation and Discussion (DOD) and
Performance Improvement (PI)**

**Day 2: School Processes Observation, Stakeholders Interview, Scoring and
Discussion, and Exit Conference**

Attached is the SBM Level of Practice Validation Guidelines and the assigned Division Validating Team.


MAURO C. DE GULAN, Ed. D.
Schools Division Superintendent

Received




**SBM LEVEL OF PRACTICE
VALIDATION GUIDELINES**

Day 1: Documentary Analysis, Observation and Discussion (DOD) + Performance Input (PI)

1. Applicant school shall provide one room where all the boxes of documents/files are placed during validation.
2. School Principal, SBM Dimension Chairpersons, and the Division Team are the only ones allowed inside the room.
3. Other members of the School SBM team shall stay in the adjacent room (Stay on "On-Call mode").
4. Documents/files that are bulky and found not practical to be placed in a box or folder will just be labeled with proper referencing (Example: Payroll for Non-Teaching Personnel, please refer to the Payroll Box No.2016-01 at the Administrative Office).

Day 2: School Process Observation/Stakeholders Cross-Validation/Discussion and Exit Conference

A. Process Observation (8:00AM-10:00AM)

1. The Division SBM team will conduct a "walk-through" observation on areas of school operations and campus facilities. They may ask question to the concerned.

B. Cross Validation with the Stakeholders (10:00AM-12:00NN)

1. Applicant school shall prepare a venue appropriate for Group Interview.
2. Stakeholders who will participate in the group interview are bonafide members of school SPT namely, but not limited to, the ff:
 - SPT Chairman
 - Representative from parents' association (PTA)
 - Representative from the Barangay
 - Representative from teaching personnel
 - Representative from non-teaching personnel
 - Representative from students (SPG)

C. Discussion and Scoring (1:00PM-3:00PM)

1. Applicant school shall prepare a venue enough to accommodate the school SBM Team, Division SBM Team, and the invited stakeholders.
2. The Division SBM Team will present the "raw results" of the validation.
3. Further discussion/deliberation on the results will be opened.

D. Exit Conference (3:00PM-5:00PM)

The process shall be consultative and developmental. Questions will be asked, but not limited to the following:

1. What went well in the assessment and validation process?
2. What went wrong in the assessment and validation process?
3. What are the suggestions coming from both teams and stakeholders to better the process?

Prepared by:

ZOREN PEPITO GUBALANE
Senior Education Program Specialist
Division SBM Coordinator

Noted:

NERISSA R. LOMEDA
Chief Education Supervisor
Vice-Chair for Assessment & Validation-

Approved:

MAURO C. DE GULAN, Ed. D.
Schools Division Superintendent
Chairman, Division SBM Coordinating Team