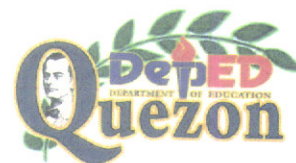




Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Division of Quezon



December 14, 2017

DIVISION MEMORANDUM

No. 315 s. 2017

**GUIDELINES ON THE PREPARATION AND SUBMISSION OF
SIP, SBM AND SSP RELATED PLANS, FORMS AND REPORTS**

TO: Assistant Schools Division Superintendent
Education Program Supervisors
Education Program Specialists
Records Officer
Public Schools District Supervisors
Elementary/Secondary School Heads
SBM/SSP Coordinators
All Personnel Concerned

1. Adherent to the provisions of The Governance of Basic Education Act of 2001 (RA 9155), DepEd Quezon hereby releases the **"Guidelines on the Preparation and Submission of SIP, SBM and SSP Related Plans, Forms and Reports"**.
2. This aims to **unify the documents submitted** to the Schools Division Office (SDO), as well as to **systematize their receipt, sorting, filing and retrieval** relative to the standardization process and the School Based Management (SBM) implementation with reference to DO No. 83, s. 2012 or the Implementing Guidelines on the Revised SBM Framework, Assessment Process and Tool (APAT). It is likewise anchored on Continuous Improvement (CI) that transforms processes in schools, districts and divisions towards better performance.
3. **Strict compliance** to these guidelines are expected from all **Public Schools District Supervisors (PSDs)** and **school heads** in the SDO. **Failure** to do so might cause **delay** of appropriate action for the documents submitted, and/or lead to disciplinary actions.
4. All **formats and provisions** provided herein **shall be used and shall take effect** in the entire SDO, **unless otherwise repealed or superseded** by another Memorandum duly signed by the SDS.
5. See **Enclosures No. 1, 2 and 3** for your guidance. Read the contents critically.
6. Immediate and widest dissemination of this Memorandum is desired.


MERTHEL M. EVARDO, CESO VI
Schools Division Superintendent

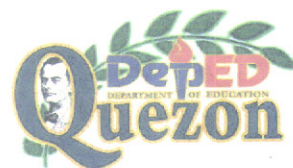
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4-19-17 TIME: 1:27 PM

Bayat bata kinakalinga!



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Department of Education
Region IV-A CALABARZON
Division of Quezon



Enclosure No. 1 to Division Memorandum No. 315, s. 2017

GUIDELINES ON THE PREPARATION AND SUBMISSION OF SIP/ AIP/ APP/ PMRF

1. The **format and processes** prescribed in **DepEd Order No. 44, s. 2015** should be **followed strictly** at all times in the preparation of **SIP**. The **School Planning Team (SPT)** should be **oriented** properly on the purpose and processes of SIP and the coinciding **responsibilities** of members.
2. The **Annual Implementation Plan (AIP)**, **Annual Procurement Plan (APP)** and **Project Monitoring Report Form (PMRF)** of each school should be compiled in **one (1) folder** and submitted in **two (2) copies**, each **labeled** accordingly: a) **First Set- SDO Quezon**; b) **Second Set- School Name and ID**. The labels may be **written** legibly or **printed** on top of the folder.
3. Indicate the **name of the school, school head, and district** on top of the folder for easier **sorting**. School and district **logos** are **optional**. Use **legal size** bond paper. For the document body, the typeface is **Century Gothic** while the font size is **11**.
4. The **color of folders** assigned to each district **should be strictly followed**.

DISTRICT	FOLDER COLOR
1 st Congressional District	Green
2 nd Congressional District	Red
3 rd Congressional District	Orange
4 th Congressional District	Blue

5. Be reminded of the Assistant Schools Division Superintendents (ASDSs) assigned as **official signees of SBM-related documents** in respective districts.

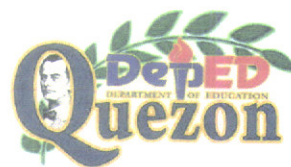
DISTRICT	ASDS
1 st and 2 nd Congressional Districts	Nadine C. Celindro
3 rd and 4 th Congressional Districts	Gerlie M. Ilagan

6. Ensure that the **PSDSs** have **reviewed and signed** the SIP/ AIP/ APP/ PMRF before forwarding to the SDO.
7. **Districts may gather the above documents** of all schools under its jurisdiction (elementary and secondary schools) and **submit as a group**. On the other hand, **districts may opt** to allow schools to **submit individually**, provided that they meet the deadline.
8. **Ear tags** should be properly **attached to pages** of documents where official **signatures** are needed. This ascertains that nothing will be left unsigned.

Bawal data kinakalinga!



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Division of Quezon

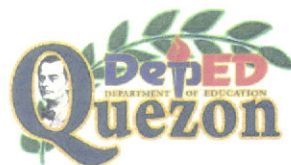


9. The **submission** of AIP/ APP/ PMRF officially **starts on December 18, 2017** until **January 5, 2018**.
10. The **AIP and APP** should relay implementation and procurement for **FY 2018**, whereas the **PMRF** should cover M&E activities for the preceding year (**2017**).
11. In the promotion of "**Juan Time policy**" in the SDO, **time consciousness** is highly encouraged. **Late submissions** will be dealt with administratively.
12. **NO walk-in submissions** will be entertained (except when authorized by the Schools Division Superintendent or warranted by the situation). **All the documents** mentioned above should be logged in the **Data Tracking System (DTS)** through the Records Section for easier tracing and retrieval.
13. Schools that have **already submitted and received their approved SIP/ AIP/ APP/ PMRF prior to the release of this Memorandum** are requested to provide the SDO a copy via **DTS** not later than **December 29, 2017**. Indicate in the **DTS** form that such documents are for **filing purposes**.
14. **Once approved** by the SDS, the **Records Section** shall **forward one copy** of the SIP/ AIP/ APP/ PMRF (labeled **First Set- SDO Quezon**) to the **Schools Governance and Operations Division (SGOD)** for document filing. The **other copy** shall be **released to the liaison officer** of the school concerned.
15. **Soft copies** of SIP/ AIP/ APP/ PMRF of all schools should be **compiled** in the **district office**. There should be **one (1) folder** for **one (1) school**. Furthermore, **contained in each** backup folder are **two (2) separate folders**, for **Elementary Schools** and for **Secondary Schools**.
16. The compiled soft copies should be **saved in a Rewritable Disc**, labeled accordingly, bearing the **district and PSDS's name** and **personally submitted** to the **Division SBM coordinator**, or in his behalf to the **M&E coordinator**, or in the absence of both, to the **Administrative Aide for SGOD**—on or before **January 12, 2018**. In this case, the **DTS** shall **NOT** be applied.
17. **Upon submission** of the CD/DVD, the **name, signature and contact number of the deliverer** should be **recorded by the receiver** in his/her logbook. The receiver should affix his/her signature and input the date if a **notice of receipt** is presented by the deliverer.
18. To track down the progress of submitted SIP/ AIP/ APP/ PMRF in the district, the **PSDSs** are advised to prepare a **Directory of Submissions (DoS)** following the format in **Annex A**. It should be kept safe and readily available.

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Department of Education
Region IV-A CALABARZON
Division of Quezon



Enclosure No. 2 to Division Memorandum No. 315, s. 2017

**GUIDELINES ON THE PREPARATION AND SUBMISSION OF
SBM/ SSP RELATED DOCUMENTS**

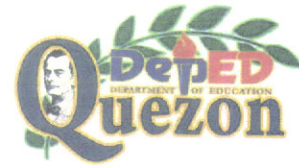
A. School-Based Management (SBM)

1. **District SBM coordinators** should email through quezonsbm17@gmail.com a copy of the **district SBM Action Plan** (see format in **Annex B**) prepared during the **Division Harmonization Meeting** held at Sevilla's Farm and Resort, Domoit, Lucena City.
2. This Division advocates the "**less paper policy**". Thus, school SBM coordinators/school heads **need not** to submit a **print-out** of their **SBM level of practice** to the SDO. Instead, they are instructed to **provide the district SBM coordinator a soft copy** of their school's **accomplished SBM e-tool** released recently through the M&E section.
3. A **summary** of the **collated SBM level of practice** in each district (see **Annex C**) should be sent to the aforementioned SBM email on or before **January 26, 2018**.
4. **Onsite validation** of SBM level of practice in the district shall be conducted by the **Division SBM Team** with the **congressional/ district technical working groups (TWGs)** formed during the **Division Harmonization Meeting**. In connection, schools are advised to **prepare their SBM corner** containing relative documentations on the four (4) principles, namely: a) Leadership and Governance; b) Curriculum and Learning; c) Accountability and Continuous Improvement; and d) Management of Resources.
5. The **Document-Observe-Discuss (DOD)** process shall be followed during the onsite validation.
6. As discussed in the **Localization and Finalization of the Division SBM E-tool** held at the Division Library Hub, **schools** are encouraged to prepare a **simplified documentation** and as prescribed by the Field Technical Assistance Division (FTAD) of the regional office (RO)—**provided however** that the **extensive documentation** for each principle is kept safe and easy to access.
7. The simplified documentation for **DOD purposes** should contain the following parts:
 - a) Cover page (with school/ district names and logos)
 - b) Brief Background (school profile)
 - c) Table of Contents
 - d) The Four Principles of SBM (documentations shown through **screenshots/ exemplars** only)
 - ✓ Leadership and Governance (30%)





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- ✓ Curriculum and Learning (30%)
 - ✓ Accountability and Continuous Improvement (25%)
 - ✓ Management of Resources (15%)
 - e) SBM Level of Practice (showing a summary of the school's level of practice for the **past three (3) years** including the present)
 - f) **Audio-Visual/ MS PowerPoint Presentation** of the simplified documentation (burned on a CD/DVD)
8. In view of the Division Monitoring and Evaluation Plan Adjustments (DMEPA) and Continuous Improvement (CI), the **PSDSs** are advised to fill in the **SBM Improvement Form** (see **Annex D**) that reflects the trends and changes in SBM level of practice in the district. Submit it **together with the summary of collated SBM e-tools** to the same email.
9. Guidelines on the division SBM/ SSP awarding dubbed as **Gawad UNLAD** (Uniting Leaders for **Achievement and Development**) shall be sent to the emails of the PSDSs and district SBM coordinators.
10. In order to **facilitate dissemination of information**, district SBM coordinators are hereby advised to prepare a **Registry of School SBM Coordinators** that shall contain relevant data about focal persons in the different schools across the district (see **Annex E**). This registry should be kept for reference.

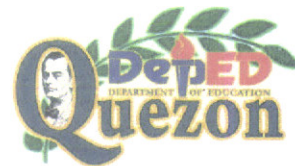
B. School-to-School Partnership (SSP)/ R-IV-A Schools Clique: A Tour de Force

1. The **PSDSs** should assign **one (1) focal person in each district** for the School-to-School Partnership (SSP) Program/ the Regional Initiative, Schools Clique: A Tour de Force. He/she should accomplish the **Schools Clique Form** (see **Annex F**) to be submitted to the official SSP email, thus: quezonssp17@gmail.com.
2. A **soft copy** of **Memorandum of Agreement (MOA)** (refer to Annex 6 of DO 44, s. 2016) between the leader school (LS) and partner school (PS), **action plan** (see **Annex G**), and **work and financial plan (WFP)** (refer to Annex 7 of DO 44, s. 2016), should be **sent** also to the above email **by either the LS/ the PS**. However, the same documents should be reviewed still by the SBM coordinator and approved by the SDS.
3. Similar process on the submission and retrieval of SSP documents shall be observed through the DTS.
4. The **district accomplishment report** highlighting the partnership activities for the year should be emailed on or before **March 12, 2018**. It should be prepared as a **newsletter** (in **pdf** format).

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Republic of the Philippines
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Region IV-A CALABARZON
Division of Quezon



Enclosure No. 3 to Division Memorandum No. 315, s. 2017

MISCELLANEOUS GUIDELINES

1. All documents related to **SBM** should be sent exclusively to quezonsbm17@gmail.com while documents related to **SSP** should be sent only to quezonssp17@gmail.com so as to avoid clutter of data to facilitate sorting and filing in the SDO.
2. **Special submissions** should be directed to depedquezon2017obe@gmail.com or when requested by the SDS through the SGOD/ M&E/ Division SBM coordinator.
3. The **district SBM coordinators** are advised to **accomplish** the Google Form on the **Official Registry of SBM & SSP Focal Persons** for their district. Use the following link: <http://deped.in/sbmsspregistry>.
4. **Urgent Information** without any legal implications may be announced/ disseminated by this Division through the **social media**. The official **Facebook groups** are given as follows: a) **DepEd Quezon SBM Official**; b) **Schools Clique in DepEd Quezon**; and c) **DepEd Quezon SGOD Info Pool**.
5. Only the **PSDSs and coordinators/focal persons** shall be given access to the SBM and SSP groups.
6. In the succeeding Annexes, see attached **format vis-à-vis official signatories** for each of the documents to be submitted.
7. To trace submitted documents, visit <http://depedquezondts.com.ph/> and input the tracking number for the transaction.
8. **Failure to follow the requirements** hereto stated (format, provisions, processes, e-mails, etc.) shall **NOT credit** any document as **officially counted submission** from the district/ school.
9. **Strict compliance** to all the **clauses** provided herein is enforced.


MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

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Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Division of Quezon



ANNEX A

DIRECTORY OF SUBMISSIONS

(District Name Here)
SY 2017- 2018

Name of School	Category (Elementary/ Secondary)	Name of School Head (SH)	SIP (Date/ Signature of SH/ Liaison Officer)	AIP 2018 (Date/ Signature of SH/ Liaison Officer)	APP 2018 (Date/ Signature of SH/ Liaison Officer)	PMRF 2017 (Date/ Signature of SH/ Liaison Officer)	Remarks

(Add more rows as needed.)

Prepared by:

(Name of PSDS Here)

Public Schools District Supervisor, Sample West District

Reviewed by:

OSCAR R. DUMA, JR.

EPS-II-M&E, Division SBM Coordinator

Approved by:

MERTHEL M. EVARDOME, CESO VI

Schools Division Superintendent

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Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Division of Quezon



ANNEX B

DISTRICT SBM ACTION PLAN

SY 2017-2018
(District Name Here)
(Date Here)

Programs/ Key Strategies	Objective(s)	Specific Activities	Timeframe	Resources			Output
				Human	Materials	Fund Source	

(Add more rows as needed.)

Prepared by:

(Name of Coordinator Here)
District SBM Coordinator

Noted by:

(Name of PSDS Here)
Public Schools District Supervisor, Sample West District

Checked by:

OSCAR R. DUMA, JR.
EPS-II-M&E, Division SBM Coordinator

Recommending Approval:

(Name of ASDS Assigned to District)
Assistant Schools Division Superintendent

Approved by:

MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

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Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Division of Quezon



ANNEX C

SUMMARY OF COLLATED SBM LEVEL OF PRACTICE

(District Name Here)
SY 2017- 2018
(Date Here)

Name of Elementary Schools	Numerical Rating	Level of Practice

(Add more rows as needed.)

Name of Secondary Schools	Numerical Rating	Level of Practice

(Add more rows as needed.)

Prepared by:

(Name of Coordinator Here)
District SBM Coordinator

Noted by:

(Name of PSDS Here)
Public Schools District Supervisor, Sample West District

Checked by:

OSCAR R. DUMA, JR.
EPS-II-M&E, Division SBM Coordinator

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Region IV-A CALABARZON
Division of Quezon



ANNEX D

SBM IMPROVEMENT FORM

(District Name Here)
SY 2017- 2018
(Date Here)

ELEMENTARY SCHOOLS

Name of School	2015-2016 (Y1 Level of Practice) Beginning	2016-2017 (Y2 Level of Practice) Beginning	2017-2018 (Y3 Level of Practice) Maturing	Remarks
Sample ES				

(Add more rows as needed.)

SECONDARY SCHOOLS

Name of School	2015-2016 (Y1 Level of Practice) Beginning	2016-2017 (Y2 Level of Practice) Maturing	2017-2018 (Y3 Level of Practice) Maturing	Remarks
Sample HS				

(Add more rows as needed.)

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PROGRESS ON LEVEL OF PRACTICE

Category	Elementary Schools	Secondary Schools	Total
**Number of Schools in the District			
Number of Schools (Beginning Level, Y3)			
Number of Schools (Maturing Level, Y3)			
Number of Schools (Advanced Level, Y3)			
Total (excluding**)			

Prepared by: **(Name of Coordinator Here)**
District SBM Coordinator

Noted by: **(Name of PSDS Here)**
Public Schools District Supervisor, Sample West District

Reviewed by: **RAUL R. AGARAN**
SEPS-M&E, Schools Governance and Operations Division

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Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Division of Quezon



ANNEX E

REGISTRY OF SCHOOL SBM COORDINATORS

(District Name Here)
SY 2017- 2018

NAME	SCHOOL	POSITION	EMAIL	FACEBOOK ACCT.	CONTACT NO.

(Add more rows as needed.)

Prepared by:

(Name of Coordinator Here)
District SBM Coordinator

Checked by:

(Name of PSDS Here)
Public Schools District Supervisor, Sample West District

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Department of Education
Region IV-A CALABARZON
Division of Quezon



ANNEX F

SCHOOLS CLIQUE FORM

(District Name Here)
SY 2017- 2018

Leader School (LS)	LS Focal Person/ Position	Partner School (PS)	PS Focal Person/ Position	Focus of Partnership	Fund Source	Accomplishment as to Date	Remarks

(Add more rows as needed.)

Prepared by:

(Name of Focal Person Here)

District SSP/ SCHOOLS CLIQUE Focal Person

Noted by:

(Name of PSDS Here)

Public Schools District Supervisor, Sample West District

Reviewed by:

OSCAR R. DUMA, JR.

EPS-II-M&E, Division SBM Coordinator

Approved by:

MERTHEL M. EVARDOME, CESO VI

Schools Division Superintendent

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Region IV-A CALABARZON
Division of Quezon



ANNEX G

SSP/ SCHOOLS CLIQUE ACTION PLAN

SY 2017-2018
(District Name Here)
(Date Here)

Programs/ Key Strategies	Objective(s)	Specific Activities	Timeframe	Resources			Output
				Human	Materials	Fund Source	

(Add more rows as needed.)

Prepared by:

(Name of Focal Person Here)

District SSP/ SCHOOLS CLIQUE Focal Person

Noted by:

(Name of PSDS Here)

Public Schools District Supervisor, Sample West District

Reviewed by:

OSCAR R. DUMA, JR.

EPS-II-M&E, Division SBM Coordinator

Recommending Approval:

(Name of ASDS Assigned to District)

Assistant Schools Division Superintendent

Approved by:

MERTHEL M. EVARDOME, CESO VI

Schools Division Superintendent

Rawat bata kinakalingat



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Division of Quezon



ANNEX H

ANNUAL IMPLEMENTATION PLAN (AIP)

FY 2018

(**School Name Here**)
(District Name Here)

GENERAL TARGETS

ACADEMIC: _____

NON-ACADEMIC: _____

School Improvement Project	Project Objective	Output for the Year	Activities	Persons Responsible	Budget Per Activity	Budget Source
I. ACCESS						
II. QUALITY						
III. GOVERNANCE						

(Add more rows as needed.)

**Signatories continued to next page...

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Region IV-A CALABARZON
Division of Quezon



**Continued from Annex H...

Prepared by: **(Name of SBM/SIP Coordinator Here)**
Position/ SIP/SBM Coordinator

Noted by: **(Name of School Head Here)**
Position, School Head, Name of School

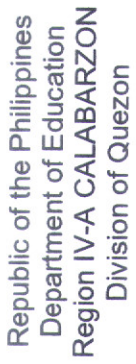
Checked by: **(Name of PSDS Here)**
Public Schools District Supervisor, Sample West District

Reviewed by: **OSCAR R. DUMA, JR.**
EPS-II-M&E, Division SBM Coordinator

Recommending Approval: **(Name of ASDS Assigned to District)**
Assistant Schools Division Superintendent

Approved by: **MERTHEL M. EVARDOME, CESO VI**
Schools Division Superintendent

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ANNUAL PROCUREMENT PLAN (APP)

FY 2018

(School Name Here)
(District Name Here)

School ID: _____
MOOE/Mo: _____

PROGRAMS /PROJECTS	Jan (Expen diture Cost)	% Share	Feb (Expen diture Cost)	% Share	Mar (Expe nditur e Cost)	% Share	Apr (Expe nditur e Cost)	% Share	May (Expen diture Cost)	% Share	Jun (Expen diture Cost)	% Share		Dec (Expe nditur e Cost)	% Share	TOTAL	% Share
(Items of Expenditure)													...contin ue until the last month of fiscal year...				
TOTAL	(Monthly MOOE here)	100%	(Monthly MOOE here)	100%	(Monthly MOOE here)	100%	(Monthl y MOOE here)	100%	(Monthly MOOE here)	100%	(Monthly MOOE here)	100%		(Monthly MOOE here)	100%	(Annual MOOE here)	100%

*Note: This template may appear too small compared to actual. Use legal size bond paper.

(Add more rows as needed.)

****Signatories continued to next page...**

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Region IV-A CALABARZON
Division of Quezon



**Continued from Annex I...

Prepared by: **(Name of SBM/SIP Coordinator Here)**
Position/ SIP/SBM Coordinator

Noted by: **(Name of School Head Here)**
Position, School Head, Name of School

Checked by: **(Name of PSDS Here)**
Public Schools District Supervisor, Sample West District

Reviewed by: **OSCAR R. DUMA, JR.**
EPS-II-M&E, Division SBM Coordinator

Recommending Approval: **(Name of ASDS Assigned to District)**
Assistant Schools Division Superintendent

Approved by: **MERTHEL M. EVARDOME, CESO VI**
Schools Division Superintendent



Republic of the Philippines
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Region IV-A CALABARZON
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ANNEX J

PROJECT MONITORING AND REPORT FORM (PMRF)

FY 2017

(School Name Here)
(District Name Here)

School ID: _____
Scheduled Dates of Monitoring
Mid-Year: _____
Year-End: _____

Name of Project	Project Objectives	Date of Monitoring	Accomplishment/ Status to Date	Issues/ Challenges	Recommendations	Name & Signature of Project Team Leaders
I. ACCESS						
II. QUALITY						
III. GOVERNANCE						

(Add more rows as needed.)

**Signatories continued to next page...

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Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Division of Quezon



**Continued from Annex J...

Prepared by: **(Name of SBM/SIP Coordinator Here)**
Position/ SIP/SBM Coordinator

Noted by: **(Name of School Head Here)**
Position, School Head, Name of School

Checked by: **(Name of PSDS Here)**
Public Schools District Supervisor, Sample West District

Reviewed by: **RAUL R. AGARAN**
SEPS-M&E, Division M&E Coordinator

Recommending Approval: **(Name of ASDS Assigned to District)**
Assistant Schools Division Superintendent

Approved by: **MERTHEL M. EVARDOME, CESO VI**
Schools Division Superintendent

Bawat bata kinakalinga!