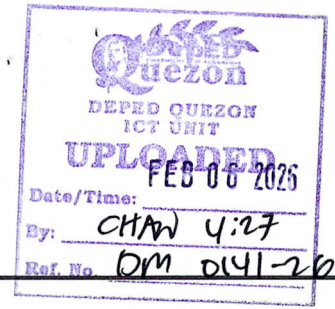




Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



05 February 2026



DIVISION MEMORANDUM

No. 041, s. 2026

**SURVEY ON THE IMPLEMENTATION OF SCHOOL ORGANIZATIONAL DIAGNOSIS
THROUGH THE CONDUCT OF THE SBM LEADERSHIP
TRAINING NEEDS SURVEY**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
District SBM Coordinators
Public Elementary and Secondary Schools
All Others Concerned

1. With reference to Regional Memorandum No. 69, s. 2026, titled **Survey on the Implementation of School Organizational Diagnosis through the Conduct of the SBM Leadership Training Needs Survey**, all public elementary and secondary school heads are hereby directed to accomplish the SBM Leadership Training Needs Survey on or before **February 9, 2026**, through the following link: **tinyurl.com/SBMFY26-SurveyForm**.
2. The said survey forms part of the School Organizational Diagnosis process and aims to generate data that shall serve as a basis for identifying leadership development needs and for designing appropriate SBM capacity-building and technical assistance interventions.
3. For further information and guidance, please refer to the attached Memorandum.
4. For immediate dissemination and compliance of all concerned.

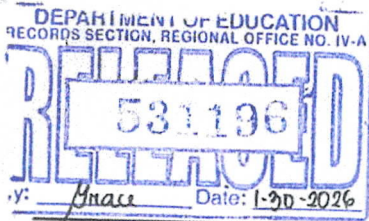

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

smemgd02/05/2026

DEPEDQUEZON-TM-SDS-04-009-003



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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Regional Memorandum

28 January 2026

No.69 s.2026

**SURVEY ON THE IMPLEMENTATION OF SCHOOL
ORGANIZATIONAL DIAGNOSIS THROUGH THE
CONDUCT OF THE SBM LEADERSHIP
TRAINING NEEDS SURVEY**

To: **Schools Division Superintendents**

1. Pursuant to DM-OUHROD-2026-0149, this Office, through the Field Technical Assistance Division (FTAD), hereby disseminates the guidelines on the implementation of the School Organizational Diagnosis through the conduct of the SBM Leadership Training Needs Survey, to ensure the proper and orderly administration of the tool.
2. The FTAD and the School Governance and Operations Division (SGOD) shall ensure the widest dissemination of this Memorandum. The Google Survey Form may be accessed through tinyurl.com/SBMFY26-SurveyForm.
3. The School Head shall accomplish and submit the Survey. Where a School Head supervises more than one (1) public school, only one (1) submission shall be made for such School Head. The respondent shall ensure that all basic school information entered in the Survey is true, accurate, and complete.
4. Respondents are enjoined to review their responses carefully prior to final submission. For this purpose, only official DepEd email addresses (personal and/or school accounts) shall be used and declared.
5. Please refer to the attached Memorandum for complete guidance.
6. For clarifications, please contact Michael Girard R. Alba, Chief, Field Technical Assistance Division, at (02) 8682-2114 local 440.





Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

7. Immediate dissemination and strict compliance with this Memorandum are hereby enjoined.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director


04/ROF1



DEPARTMENT OF EDUCATION
RELEASED
 CG - OUHROD
Jan 21, 2026
 SED-DM-2026-22
 By: R. Malate 10:05 am

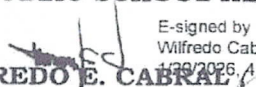


Republika ng Pilipinas
Department of Education
 OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2026-0149

TO : REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS
 FIELD TECHNICAL ASSISTANCE DIVISION, CHIEFS
 SCHOOL GOVERNANCE AND OPERATIONS DIVISION, CHIEFS
 REGIONAL AND DIVISION SBM COORDINATORS
 ALL OTHERS CONCERNED

ATTENTION : ALL PUBLIC SCHOOL HEADS

FROM :  E-signed by
 Wilfredo Cabral
 1/20/2026, 4:36:20 PM
*Undersecretary for Human Resource and Organizational
 Development and Infrastructure*

SUBJECT : IMPLEMENTATION OF SCHOOL ORGANIZATIONAL DIAGNOSIS
 THROUGH THE CONDUCT OF THE SBM LEADERSHIP
 TRAINING NEEDS SURVEY

DATE : January 23, 2026

The Department of Education (DepEd) recognizes the critical role of competent school heads in fostering effective and high-performing public schools. As primary leaders of their respective institutions, school heads are entrusted with various responsibilities that require continuous enhancement and development of their leadership competencies.

With the official issuance of **DepEd Order No. 007, s. 2024**, or the *Policy Guidelines on the Implementation of the Revised School-based Management (SBM) System*, the Department has provided an opportunity for a simplified and strengthened understanding and application of SBM. The abovementioned policy emphasizes foundational principles designed to guide and support the daily operations of public schools, ensuring alignment with the intended framework for school governance and management.

Through the lens of organizational development, the Office of the Undersecretary for Human Resource and Organizational Development and Infrastructure (OUHRODI)



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Doc. Ref. Code	PAWIM-F-026	Rev	00
Effectivity	09.20.21	Page	1 of 2



aims to gather grassroots-level information on the leadership training needs of school heads as part of its organizational diagnosis. This initiative shall allow the Department to comprehensively identify the scope of needs, prioritize training interventions, and establish a structured framework for capacity-building programs tailored to SBM leadership.

To advance this objective, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) shall conduct the SBM Leadership Training Needs Survey effective upon issuance of this Memorandum until February 9, 2026.

The guidelines to ensure the proper and orderly administration of the survey are as follows:

1. The FTAD and SGOD shall ensure the proper dissemination of this Memorandum.
2. The Google Survey Form can be accessed at tinyurl.com/SBMFY26-SurveyForm.
3. The school head is tasked to complete the survey. In cases where a school head oversees more than one public school, only one survey form must be submitted.
4. The respondent must ensure that all basic school information provided in the survey is accurate and complete.
5. Multiple submissions are not allowed. Respondents are expected to carefully review their answers before submitting the survey form.
6. If possible, only DepEd email addresses (personal and school accounts) should be used and declared for this purpose.

For clarifications and inquiries, you may contact BHROD-SED via email at bhrod.scd@deped.gov.ph or by telephone at (02) 8633-5397.

For guidance and compliance.

Copy furnished:
Office of the Secretary, Department of Education



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