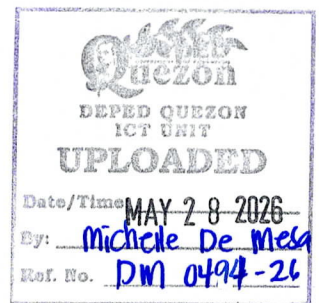




Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



26 May 2026

DIVISION MEMORANDUM

No. 0494, s. 2026

DISSEMINATION AND ADOPTION OF THE DIVISION OPERATIONAL GUIDELINES ON THE IMPLEMENTATION OF THE REVISED SCHOOL-BASED MANAGEMENT (SBM) SYSTEM IN THE SCHOOLS DIVISION OF QUEZON PROVINCE

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

1. In line with the implementation of Department of Education (DepEd) Order No. 007, s. 2024 titled **Policy Guidelines on the Implementation of the Revised School-Based Management (SBM) System**, this Office disseminates and adopts the Division Operational Guidelines on the Implementation of the Revised School-Based Management (SBM) System in the Schools Division of Quezon Province.
2. The **Division Operational Guidelines** were developed to provide contextualized procedures, standards, and mechanisms to ensure the effective, systematic, and uniform implementation of the Revised SBM System across all public elementary and secondary schools in the division. These guidelines aim to strengthen school governance, accountability, participatory decision-making, and continuous improvement processes consistent with the principles of decentralized management and evidence-based governance.
3. Specifically, the guidelines provide direction on the following:
 - a. implementation framework and guiding principles of the Revised SBM System;
 - b. conduct of SBM self-assessment processes;
 - c. provision of technical assistance and monitoring mechanisms;
 - d. roles and responsibilities of schools, districts, and division office;



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

- e. utilization of SBM assessment results for school improvement and development planning; and
 - f. monitoring, evaluation, and reporting procedures related to SBM implementation.
4. All Public Schools District Supervisors (PSDSs), school heads, and concerned personnel are directed to familiarize themselves with the provisions of the attached operational guidelines and ensure their proper dissemination, adoption, and implementation in their respective areas of responsibility.
 5. School Heads shall ensure that the implementation of SBM in their respective schools is aligned with the provisions of DepEd Order No. 007, s. 2024 and the attached Division Operational Guidelines. They shall likewise ensure the conduct of orientation activities and appropriate coordination with internal and external stakeholders to support effective SBM implementation.
 6. The PSDSs and concerned Division Office personnel shall provide the necessary technical assistance, monitoring, coaching, mentoring, and policy guidance to schools to ensure the effective implementation of the Revised SBM System, compliance with established policies and standards, and continuous improvement of SBM practices.
 7. The attached **Division Operational Guidelines** shall serve as the primary reference of the Schools Division of Quezon Province in the implementation, monitoring, and evaluation of the Revised SBM System until amended, revised, or repealed by subsequent issuances.
 8. For wide dissemination, information and compliance of all concerned.

FOR:

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent ✓

BY:

MARIA DOLORES D. ATIENZA
Administrative Officer V

smemgd05/26/2026



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

**DIVISION OPERATIONAL GUIDELINES ON THE IMPLEMENTATION OF THE REVISED
SCHOOL-BASED MANAGEMENT (SBM) SYSTEM IN THE SCHOOLS
DIVISION OF QUEZON PROVINCE**

I. INTRODUCTION

The Department of Education continuously strengthens decentralized governance mechanisms to ensure that schools are empowered to effectively respond to the diverse learning needs, contextual realities, and developmental priorities of learners and communities. Anchored on Republic Act No. 9155 or the “Governance of Basic Education Act of 2001,” School-Based Management (SBM) serves as a key governance framework that promotes shared accountability, participatory decision-making, continuous improvement, and evidence-based management in schools.

In support of the Department’s commitment to quality, equitable, culture-sensitive, and learner-centered basic education, DepEd Order No. 007, s. 2024 titled “Policy Guidelines on the Implementation of the Revised School-Based Management (SBM) System” was issued to institutionalize a strengthened and responsive SBM framework aligned with the Basic Education Development Plan (BEDP) 2030, Results-Based Performance Management, Quality Management System (QMS), and other school governance reforms.

Consistent with these national policy directions, the Schools Division Office of Quezon Province recognizes the vital role of SBM in strengthening school governance, improving organizational effectiveness, enhancing stakeholder engagement, and advancing learner outcomes through continuous improvement and contextualized interventions. As such, there is a need to establish Division Operational Guidelines that provide clear policy and operational direction on the implementation, monitoring, technical assistance, reporting, and continuous enhancement of SBM practices across all public elementary and secondary schools in the division.

Hence, these Division Operational Guidelines are hereby issued to ensure coherent, systematic, and contextualized implementation of the Revised System in the Schools Division of Quezon Province.

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

II. PURPOSE

In consonance with DepEd Order No. 007, s. 2024 titled “Policy Guidelines on the Implementation of the Revised School-Based Management (SBM) System,” these Division Operational Guidelines are issued to provide contextualized policy and operational direction on the implementation, monitoring, technical assistance, reporting, and continuous improvement of SBM in the Schools Division of Quezon Province.

Specifically, these guidelines aim to:

1. institutionalize the revised SBM system in all public elementary and secondary schools in the Schools Division of Quezon;
2. establish a contextualized division-wide mechanism for SBM self-assessment, monitoring, and technical assistance;
3. strengthen participatory governance, accountability, and continuous improvement practices among schools and stakeholders;
4. align school improvement initiatives with the BEDP 2030, Division Education Development Plan (DEDP), and Quality Management System (QMS) initiatives of the division;
5. ensure that SBM practices contribute to improved learner outcomes, school effectiveness, and organizational performance; and
6. provide operational guidance to schools, districts, and functional divisions in the conduct of SBM-related processes and activities.

III. DEFINITION OF TERMS

For purposes of these Operational Guidelines, the following terms are conceptually defined based on relevant DepEd issuances and policies, and operationally defined based on the contextual implementation of the Revised SBM System in the Schools Division Office of Quezon Province, and shall be understood as follows:

1. Continuous Improvement (CI)

Refers to the ongoing and systematic process undertaken by schools in the Schools Division Office of Quezon Province in identifying implementation gaps, analyzing root causes, developing and implementing appropriate interventions, monitoring progress,

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>



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

and sustaining improvement initiatives to strengthen school governance, organizational effectiveness, service delivery, and learner outcomes aligned with the principles of the Revised SBM System.

2. Degree of Manifestation

Refers to the extent to which an SBM indicator is observed and achieved based on the prescribed descriptors under the Revised School-Based Management (SBM) System. (*DepEd Order No. 007, s. 2024*)

3. Evidence-Based Decision-Making

Refers to the process utilized by schools in the Schools Division Office of Quezon Province in using validated data, assessment results, monitoring findings, and relevant evidences in planning, implementation, policy enhancement, technical assistance provision, and continuous improvement initiatives related to SBM implementation.

4. Institutionalization

Refers to the process of integrating SBM principles, governance systems, continuous improvement practices, and accountability mechanisms into the regular operations, planning processes, management systems, and organizational culture of schools and offices in the Schools Division Office of Quezon Province.

5. Monitoring and Evaluation (M&E)

Monitoring and evaluation (M&E) are processes that both refer to the measurement of the performance of an organization, a program, a project, or an individual. These are complementary yet distinct processes depending on the purpose, focus, and approach used when they are conducted. The activities involved in monitoring and evaluation are often intertwined, but clear distinctions exist between the two. (*DepEd Order No. 029, s. 2022*)

6. Participatory Governance

Refers to the collaborative involvement of internal and external stakeholders in school planning, implementation, decision-making, monitoring, technical assistance, and continuous improvement processes within the Schools Division Office of Quezon Province.

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

7. Revised School-Based Management (SBM) System

Refers to the strengthened governance framework institutionalized through DepEd Order No. 007, s. 2024 which promotes decentralized, participatory, accountable, and evidence-based school governance anchored on continuous improvement and learner-centered education. (*DepEd Order No. 007, s. 2024*)

8. School-Based Management (SBM)

Refers to the decentralization of decision-making authority from central, regional, and division levels to the individual schools with the intent of bringing together school heads, teachers, learners, as well as parents, the local government units, and the community at large to improve learning outcomes through effective schools. (*DepEd Order No. 007, s. 2024*)

9. School Governance Council (SGC)

Refers to a school-based governance mechanism established pursuant to DepEd Order No. 026, s. 2022 which strengthens shared governance, stakeholder participation, and community engagement in school improvement processes. (*DepEd Order No. 026, s. 2022*)

10. School Self-Assessment

Refers to the participatory and evidence-based process conducted by schools in the Schools Division Office of Quezon Province in assessing the degree of manifestation of SBM indicators and governance practices using the prescribed SBM Self-Assessment Checklist and other relevant evidences.

11. Stakeholders

Refers to individuals, groups, organizations, and partners within and outside the school community in the Schools Division Office of Quezon Province who have direct or indirect participation, influence, interest, responsibility, or contribution in school governance, learner development, and implementation of educational programs and services.

12. Technical Assistance (TA)

Refers to the provision of professional support, coaching, mentoring, monitoring, policy guidance, implementation interventions, and capacity-building activities by the Schools



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

Division Office of Quezon Province to schools and personnel to strengthen SBM implementation and address identified needs, gaps, and contextual concerns.

IV. LEGAL BASES

These guidelines are anchored on the following policies and issuances:

1. Republic Act No. 9155 otherwise known as the “Governance of Basic Education Act of 2001”;
2. DepEd Order No. 007, s. 2024 – Policy Guidelines on the Implementation of the Revised School-Based Management (SBM) System;
3. DepEd Order No. 029, s. 2022 – Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF);
4. DepEd Order No. 009, s. 2021 – Institutionalization of a Quality Management System in the Department of Education;
5. DepEd Order No. 024, s. 2022 – Adoption of the Basic Education Development Plan 2030;
6. DepEd Order No. 026, s. 2022 – Implementing Guidelines on the Establishment of School Governance Council;
7. DepEd Order No. 035, s. 2016 – The Learning Action Cell as a K to 12 Basic Education Program School-Based Continuing Professional Development Strategy for the Improvement of Teaching and Learning;
8. DepEd Order No. 044, s. 2015 – Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC);

V. POLICY STATEMENT

The Schools Division Office of Quezon recognizes SBM as a decentralized governance mechanism that empowers schools and stakeholders to collaboratively improve school processes, learner outcomes, and organizational effectiveness through evidence-based, participatory, and context-responsive decision-making.

Consistent with the principles of continuous improvement, accountability, inclusivity, and shared governance, all public schools in the division shall institutionalize the revised

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

SBM system and integrate SBM practices into school operations, instructional leadership, resource management, stakeholder engagement, and strategic planning.

All schools are expected to regularly conduct self-assessment using the SBM Self-Assessment Checklist prescribed under DepEd Order No. 007, s. 2024, and utilize the results in identifying strengths, gaps, priority improvement areas, and technical assistance needs.

The Schools Division Office of Quezon, through the Schools Governance and Operations Division (SGOD), Curriculum Implementation Division (CID), Public Schools District Supervisors (PSDSs), and other concerned offices, shall provide continuous technical assistance, monitoring, coaching, mentoring, and policy support to ensure effective implementation of SBM across all governance levels.

VI. SCOPE OF IMPLEMENTATION

These guidelines shall apply to all public elementary and secondary schools in the Schools Division Office of Quezon Province, including school heads, teachers, non-teaching personnel, PSDSs, and other personnel involved in the implementation, monitoring, technical assistance, and continuous improvement of SBM.

All concerned schools shall institutionalize the revised SBM system and integrate SBM principles, indicators, and processes into school governance, instructional leadership, planning, resource management, stakeholder engagement, monitoring and evaluation, and continuous improvement initiatives consistent with DepEd Order No. 007, s. 2024 and other related policies.

These guidelines shall likewise serve as the basis for the conduct of SBM self-assessment, provision of technical assistance, implementation monitoring, reporting, policy enhancement, and recognition of good practices within the division.

Private schools are likewise encouraged to adopt applicable provisions of these guidelines, whenever feasible and appropriate, consistent with their institutional context, governance structure, operational capacity, and existing policies.

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>



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

VII. GUIDING PRINCIPLES

The implementation of the Revised SBM System in the Schools Division Office of Quezon Province shall be guided by the following principles consistent with DepEd Order No. 007, s. 2024:

7.1 Participatory Governance

Schools shall ensure active engagement of internal and external stakeholders in planning, implementation, monitoring, evaluation, and decision-making processes.

7.2. Continuous Improvement

Schools shall continuously assess, reflect, innovate, and improve school processes and practices to achieve quality learning outcomes.

7.3. Accountability and Transparency

Schools shall uphold transparency, accountability, ethical governance, and responsible stewardship of resources.

7.4. Learner-Centeredness

All school initiatives, programs, and interventions shall prioritize the welfare, holistic development, safety, and learning needs of learners.

7.5. Inclusivity and Equity

Schools shall ensure inclusive, culture-sensitive, gender-responsive, disability-inclusive, and context-responsive educational practices.

7.6. Data-Informed Decision-Making

Schools and offices shall utilize evidence, data, and monitoring results in planning, implementation, technical assistance, and policy development.

VIII. SBM DIMENSIONS

All schools shall implement, institutionalize, and assess SBM practices using the six (6) dimensions prescribed under DepEd Order No. 007, s. 2024 as the primary framework for strengthening school governance, organizational effectiveness, stakeholder participation, continuous improvement, and learner outcomes.

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>



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

1. Curriculum and Teaching

School personnel and stakeholders work collaboratively to enhance learning standards to continually build a relevant and inclusive learning community and achieve improved learning outcomes.

2. Learning Environment

The school and its community work collaboratively to ensure equitable access to a learner-centered, motivating, healthy, safe, secure, inclusive, resilient, and enabling learning environment and to achieve improved learning outcomes.

3. Leadership

School personnel and stakeholders are empowered and actively engaged in taking on appropriate leadership roles and responsibilities to continuously improve the school for improved learning outcomes.

4. Governance and Accountability

The school and its community come together to take responsibility for ensuring participation, transparency, and accountability, as well as the implementation of a plan to continuously improve the delivery of basic education services, organizational health, and performance for improved learning outcomes.

5. Human Resource and Team Development

School personnel collaborate to continuously improve individual capabilities and team capacity to create an environment that shall yield high performance for improved learning outcomes.

6. Finance and Resource Management and Mobilization.

The school judiciously manages and mobilizes resources to support programs, projects, and activities that contribute to the improvement of learning outcomes.

Schools shall utilize the prescribed SBM Self-Assessment Checklist consisting of forty-two (42) indicators.

IX. DEGREE OF MANIFESTATION

Schools shall determine the degree of manifestation of SBM practices using the following descriptors:

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>



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

Degree of Manifestation	Description
Always Manifested	An SBM indicator is consistently observed and achieved at all times
Frequently Manifested	An SBM indicator is most of the time observed and achieved
Rarely Manifested	An SBM indicator is sometimes observed and achieved
Not Yet Manifested	An SBM indicator is neither observed nor achieved

Schools are encouraged to continuously strengthen and enhance SBM practices from lower degrees of manifestation toward higher degrees of institutionalization, sustainability, and effectiveness in support of improved school governance and learner outcomes.

X. SBM SELF-ASSESSMENT PROCESS

10.1. Conduct of SBM Self-Assessment

All public schools shall conduct annual SBM self-assessment using the prescribed SBM Self-Assessment Checklist.

The self-assessment process shall:

1. involve internal and external stakeholders;
2. include analysis of school practices, performance indicators, and contextual realities;
3. utilize available school data and evidences;
4. identify strengths, gaps, and priority improvement areas; and
5. serve as basis for planning, technical assistance, and continuous improvement.

10.2. Timeline

The following timeline shall serve as the general schedule for SBM implementation:

Activity	Suggested Timeline
Conduct of SBM Self-Assessment	Within Term 3 of the current school year or as deemed necessary
Technical Assistance	Anytime during the School Year, as deemed necessary
Integration of Results to School Self-Assessment in the School's Strategic Plan/Adjusted Implementation Plan	During learners' vacation months prior to the start of the succeeding school year

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>



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

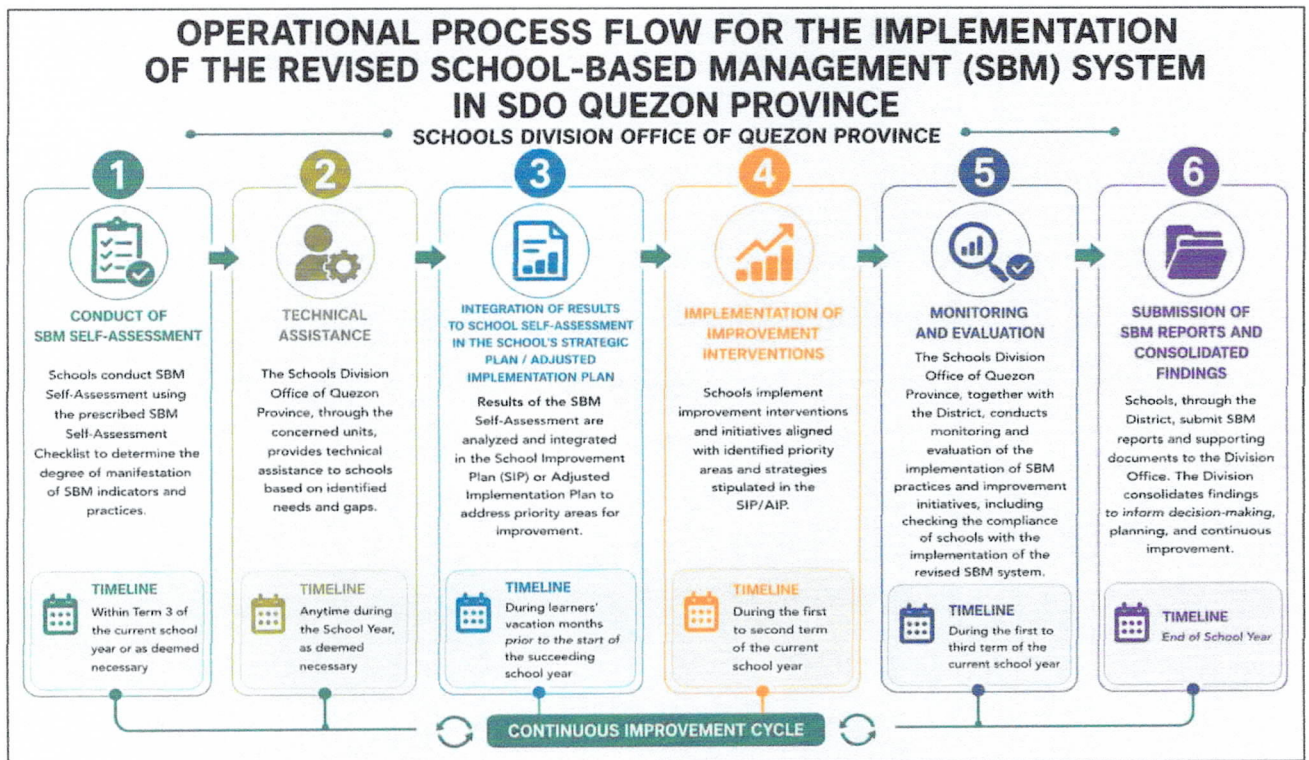
Implementation of Improvement Interventions	During the first to second term of the current school year
Monitoring and Evaluation	First to third term of the current school year
Submission of SBM Reports and Consolidated Findings	End of School Year

Schools may adjust schedules, as deemed justifiable and necessary based on contextual needs and circumstances, provided that all required activities are completed within the school year.

To provide a clearer operational visualization of the implementation cycle of the Revised SBM System in the Schools Division Office of Quezon Province, the following process flow chart is hereby presented:

Figure 1

Operational Process Flow on the Implementation of the Revised SBM System in the Schools Division Office of Quezon Province



DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Contact No.s: (042) 784-0366 | (042) 784-0164 |
 (042) 784-0391 | (042) 784-0321
 E-mail Address: quezon@deped.gov.ph
 Website: <https://quezon.deped.gov.ph>



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

The process flow illustrates the continuous cycle of SBM implementation adopted by the Schools Division Office of Quezon Province, beginning with the conduct of SBM self-assessment, the provision of technical assistance, the integration of assessment results into school planning processes, the implementation of improvement interventions, monitoring and evaluation activities, and the submission of reports and consolidated findings.

The framework highlights the division's continuous improvement approach in strengthening school governance, accountability, stakeholder participation, and learner outcomes through evidence-based and context-responsive implementation mechanisms.

XI. UTILIZATION OF SBM RESULTS

Results of the SBM self-assessment shall be utilized for the following purposes:

- Development and enhancement of SIP, Annual Implementation Plan (AIP), and other school plans;
- Identification of technical assistance needs;
- Prioritization of interventions and resource allocation;
- Monitoring school governance and organizational effectiveness;
- Strengthening school-community partnerships;
- Supporting quality assurance and continuous improvement initiatives;
- Informing district and division-level planning and technical assistance;
- Strengthening implementation of the QMS; and
- Supporting evidence-based decision-making processes.

XII. TECHNICAL ASSISTANCE MECHANISM

11.1. General Principles

Technical Assistance (TA) shall be developmental, context-responsive, collaborative, evidence-based, and improvement-oriented. TA shall focus on enabling schools to improve SBM practices and learner outcomes rather than merely ensuring compliance.

11.2. Division SBM Technical Assistance Structure

The following offices and personnel shall provide SBM-related technical assistance:

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

a. Schools Division Superintendent (SDS)

The SDS shall provide overall leadership and policy direction in the implementation of SBM in the division.

b. Assistant Schools Division Superintendents (ASDSs)

The ASDSs shall supervise implementation and ensure alignment of SBM initiatives with division priorities and governance directions

c. Office of the Schools Division Superintendent (OSDS)

The OSDS, through its concerned units and personnel, shall provide administrative, financial, human resource, legal, and operational support relative to the implementation of the Revised SBM System.

Specifically, the OSDS shall:

- i. provide policy and administrative guidance on SBM implementation aligned with existing DepEd policies, standards, and governance systems;
- ii. assist schools and field offices on matters related to finance, budgeting, procurement, resource utilization, records management, and other administrative support systems aligned with SBM dimensions and indicators;
- iii. provide technical assistance within their respective functional areas relative to governance, accountability, human resource management, and resource mobilization;
- iv. support implementation of capacity-building, monitoring, and continuous improvement initiatives related to SBM;
- v. coordinate with SGOD, CID, PSDSs, and other concerned offices in ensuring integrated implementation support to schools; and
- vi. assist in the monitoring and evaluation of operational and administrative practices related to SBM implementation.

d. Schools Governance and Operations Division (SGOD)

The SGOD, through the School Management Monitoring and Evaluation (SMME) Section as the lead coordinating office, and in collaboration with other concerned

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

functional divisions, sections, and operating units, shall provide technical assistance and implementation support relative to the Revised SBM System.

Specifically, the SGOD-SMME shall:

1. lead the division-wide coordination and overall management of SBM implementation;
2. develop and contextualize implementation tools, monitoring mechanisms, and reporting template;
3. consolidate and analyze SBM data, reports, and implementation findings;
4. coordinate with the Division Field Technical Assistance Team in providing technical assistance and policy guidance to schools based on identified needs, gaps, and contextual concerns;
5. conduct monitoring and evaluation activities in coordination with concerned offices and districts;
6. facilitate orientation, capacity-building, and advocacy activities related to SBM implementation;
7. maintain SBM databases, documentation, and records management systems; and
8. collaborate with CID, PSDSs, and other relevant operating units in ensuring integrated, responsive, and sustained implementation support for schools.

Other concerned operating units within the SGOD shall likewise provide technical assistance, policy support, and implementation guidance within their respective functional areas and mandates aligned with the SBM dimensions and implementation requirements.

e. Curriculum Implementation Division (CID)

The CID shall provide technical assistance, instructional supervision, and implementation support related to curriculum delivery, instructional leadership, assessment practices, learner support systems, and teaching-learning processes aligned with the dimensions and indicators of the Revised SBM System.

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

Specifically, the CID shall:

1. provide technical assistance to schools on curriculum implementation, instructional delivery, and learning recovery interventions;
2. assist schools in strengthening instructional leadership and learning management systems;
3. support schools in improving classroom assessment practices, learner achievement monitoring, and utilization of assessment results for instructional improvement;
4. provide guidance on the implementation of inclusive, learner-centered, culture-responsive, and standards-based teaching and learning practices;
5. assist schools in identifying and addressing instructional gaps and learner performance concerns;
6. support the integration of SBM results into curriculum planning, instructional improvement initiatives, and school-based interventions;
7. collaborate with PSDSs, SGOD, and other concerned offices in providing coordinated technical assistance to schools;
8. facilitate capability-building activities related to pedagogy, curriculum management, assessment, and instructional supervision; and
9. monitor and document curriculum-related SBM practices, innovations, and implementation concerns for policy enhancement and continuous improvement purposes.

f. Public Schools District Supervisors (PSDSs)

The PSDSs shall serve as the frontline field implementers and technical assistance providers in the implementation, monitoring, validation, and continuous improvement of the Revised SBM System within their respective districts.

Specifically, the PSDSs shall:

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

1. serve as frontline SBM technical assistance providers and primary field coordinators within their respective districts;
2. guide and assist schools in the conduct of SBM self-assessment processes, including orientation on indicators, degrees of manifestation, and evidentiary requirements;
3. validate identified strengths, gaps, priority improvement areas, and contextual concerns reflected in school SBM assessment results;
4. monitor the implementation of school-based interventions, improvement initiatives, and action plans aligned with SBM dimensions;
5. facilitate coaching, mentoring, and professional support to school heads, teachers, and school teams relative to SBM implementation and continuous improvement practices;
6. assist schools in integrating SBM assessment results into the SIP, AIP, and other relevant school programs and initiatives;
7. coordinate with CID, SGOD, and other concerned offices in providing responsive and needs-based technical assistance to schools;
8. monitor schools' compliance with SBM-related policies, reporting requirements, and implementation timelines;
9. document and report emerging issues, challenges, good practices, innovations, and technical assistance interventions within the district;
10. support schools in strengthening stakeholder engagement, participatory governance, and SGc functionality;
11. recommend appropriate interventions and policy actions based on district monitoring findings and school performance data; and
12. submit district SBM monitoring and technical assistance reports to the SGOD through the SMME Section within prescribed timelines.

g. School Heads

School heads shall serve as the primary school-level implementers and instructional leaders in the institutionalization of the Revised SBM System. They

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

shall likewise provide school-based technical assistance, supervision, coaching, and implementation support to teachers, coordinators, and school teams to ensure effective and sustained SBM practices.

Specifically, school heads shall:

1. lead and oversee the implementation of the Revised SBM System in their respective schools;
2. ensure the participatory, inclusive, and evidence-based conduct of SBM self-assessment involving internal and external stakeholders;
3. organize and mobilize school teams, stakeholders, and community partners in support of SBM implementation and school improvement initiatives;
4. ensure proper analysis and utilization of SBM assessment results in identifying school strengths, gaps, priority needs, and improvement areas;
5. integrate SBM assessment findings into the SIP, AIP, School Report Card (SRC), and other school governance mechanisms;
6. implement appropriate interventions, programs, strategies, and continuous improvement initiatives aligned with identified SBM gaps and priorities;
7. monitor implementation progress and ensure regular documentation of accomplishments, evidences, good practices, issues, and challenges;
8. ensure proper management, organization, and availability of SBM-related documents, records, and evidentiary requirements;
9. strengthen stakeholder engagement, participatory governance, and SGC functionality in support of school improvement efforts;
10. provide school-based technical assistance, coaching, mentoring, Learning Action Cell (LAC), and capability-building support to teachers, coordinators, and school teams aligned with SBM priorities and improvement needs; ensure compliance with SBM-related policies, timelines, standards, and reporting requirements issued by the Department and the division office;

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

11. coordinate with PSDSs, CID, SGOD, and other concerned offices in availing technical assistance and implementation support; and
12. submit required SBM reports, monitoring data, and implementation updates within prescribed timelines.

XIII. SBM MONITORING AND EVALUATION

12.1. Monitoring Framework

Consistent with DepEd Order No. 029, s. 2022 or the BEMEF, the implementation of the Revised SBM System shall be continuously monitored and evaluated to ensure effective institutionalization of SBM practices, achievement of intended outcomes, and continuous improvement of school governance systems and processes.

The SBM Monitoring and Evaluation (M&E) Framework shall serve as a mechanism for assessing implementation progress, identifying strengths and gaps, determining technical assistance needs, validating school practices, and informing evidence-based decision-making at the school, district, and division levels.

Monitoring and evaluation activities shall be developmental, participatory, evidence-based, and improvement-oriented, with emphasis on supporting schools in enhancing governance practices, organizational effectiveness, stakeholder engagement, and learner outcomes.

SBM implementation shall be monitored through the following mechanisms:

1. school self-monitoring to enable schools to regularly assess implementation progress, identify operational gaps, and monitor the effectiveness of school-based interventions and governance practices;
2. district monitoring and technical assistance through the supervision, coaching, mentoring, and support provided by the PSDSs and other concerned offices;
3. division monitoring and evaluation activities conducted by the SGOD, CID, OSDs, and other concerned operating units to assess compliance, implementation status, organizational effectiveness, and policy alignment;



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

4. progress evaluation and performance review to determine the extent of implementation of SBM indicators, achievement of targets, and responsiveness of interventions implemented by schools;
5. analysis of school improvement indicators including learner performance, participation rates, stakeholder engagement, governance effectiveness, and other school performance indicators relevant to SBM implementation; and
6. documentation of good practices, issues, challenges, and innovations to support policy enhancement, continuous improvement, knowledge sharing, and institutional learning across schools and districts.

Monitoring findings shall be utilized in the provision of technical assistance, enhancement of school improvement interventions, strengthening of governance mechanisms, and formulation of responsive policies and programs within the division.

12.2. Monitoring Strategies

To ensure effective and responsive implementation of the Revised SBM System, the following monitoring and evaluation strategies may be utilized by schools, districts, and division offices depending on contextual needs and implementation requirements:

1. on-site monitoring visits to check school implementation practices, assess evidentiary requirements, and provide immediate technical assistance and feedback;
2. virtual monitoring and technical assistance through online platforms and digital communication tools to support schools and ensure continuous implementation monitoring;
3. document analysis involving review of SBM assessment results, school plans, reports, evidences, accomplishment reports, and related governance documents;
4. stakeholder interviews and focus group discussions (FGDs) to gather qualitative insights, feedback, perceptions, and implementation experiences from school personnel, learners, parents, community stakeholders, and partner organizations;
5. classroom and school environment observation to assess the implementation of learner-centered practices, school governance mechanisms, safety measures, inclusivity, and supportive learning environments;

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

6. coaching and mentoring sessions to strengthen competencies of school personnel and support continuous improvement and institutionalization of SBM practices;
7. quarterly implementation reviews to monitor progress of interventions, assess implementation status, and identify operational concerns and emerging needs; and
8. utilization of digital reporting and monitoring platforms to facilitate data collection, report consolidation, implementation tracking, and evidence-based analysis of SBM implementation across schools and districts.

The Schools Division Office of Quezon Province may further develop contextualized monitoring tools, templates, reporting systems, and digital mechanisms to strengthen monitoring efficiency, data management, and implementation support.

12.3. Monitoring Areas

Monitoring and evaluation activities shall focus on assessing the extent, quality, effectiveness, and sustainability of SBM implementation across schools in relation to the prescribed SBM dimensions, indicators, and governance standards.

Specifically, monitoring shall focus on the following areas:

1. implementation of SBM indicators including the degree of manifestation of prescribed SBM practices and compliance with policy standards;
2. school governance processes such as participatory decision-making, accountability mechanisms, leadership practices, transparency, and school management systems;
3. stakeholder participation and community engagement including functionality of partnerships, stakeholder involvement, shared governance practices, and collaborative initiatives;
4. implementation of improvement interventions and continuous improvement initiatives aligned with identified school needs, gaps, and priorities;
5. learner outcomes and school performance indicators including access, participation, completion, achievement, learning recovery, and other relevant educational performance measures;

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

6. resource management and utilization including financial management, resource mobilization, utilization of school resources, and compliance with applicable policies and standards;
7. implementation of the SIP, AIP, and related school programs and projects to determine alignment with identified SBM priorities and improvement areas;
8. functionality and effectiveness of the SGC and other school-community governance mechanisms;
9. implementation of child protection, inclusive education, gender-responsive, disability-inclusive, and learner-centered practices within the school environment; and
10. organizational effectiveness, innovation, and continuous improvement practices that contribute to improved school performance, governance quality, and learner outcomes.

Monitoring results and findings shall serve as basis for technical assistance provision, policy enhancement, planning, resource allocation, recognition of good practices, and strengthening of school governance systems across the division.

XIV. REPORTING REQUIREMENTS

To ensure systematic documentation, monitoring, data management, policy enhancement recommendations, and evidence-based implementation of the Revised SBM System, all concerned schools, districts, and offices shall comply with the prescribed reporting requirements and submission protocols of the Schools Division Office of Quezon Province.

All reports and supporting documents shall be prepared accurately and submitted within prescribed timelines to facilitate efficient consolidation, monitoring, technical assistance provision, and decision-making processes.



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

13.1. School-Level Reports

All public elementary and secondary schools shall maintain, organize, update, and submit SBM-related reports and supporting documents necessary for implementation monitoring, technical assistance, and continuous improvement purposes.

Schools shall maintain and submit the following documents:

1. accomplished SBM Self-Assessment Checklist reflecting the school's assessment results based on the prescribed SBM indicators and degrees of manifestation;
2. SBM-related technical assistance requests identifying specific implementation concerns, capacity-building needs, and support requirements from the district and division offices;
3. monitoring reports and progress updates reflecting status of implementation, interventions conducted, accomplishments, emerging issues, and implementation progress;
4. documentation of interventions, innovations, good practices, and accomplishments implemented by the school in support of SBM institutionalization and continuous improvement.

School heads shall ensure proper organization, safekeeping, accessibility, and authenticity of all SBM-related documents and records for validation, monitoring, and technical assistance purposes.

14.2. District-Level Reports

The PSDSs shall prepare and submit district-level consolidated reports to monitor implementation status, identify implementation trends and concerns, and support evidence-based technical assistance and decision-making within the division.

District consolidated reports shall contain the following:

1. status of SBM implementation across schools within the district, including implementation progress, compliance, and emerging implementation conditions;
2. identified common gaps, issues, and challenges affecting implementation of SBM practices and governance systems;

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

3. technical assistance, coaching, mentoring, and support provided to schools within the district, including interventions conducted and corresponding implementation outcomes;
4. emerging concerns, policy issues, and recommendations requiring division-level action, intervention, or policy enhancement;
5. notable practices, innovations, and exemplary initiatives implemented by schools that may be considered for replication, benchmarking, or recognition; and
6. schools requiring intensified technical assistance and implementation support based on monitoring findings, assessment results, and identified governance gaps.

District reports shall serve as basis for division-level technical assistance planning, intervention prioritization, monitoring activities, and policy recommendations.

14.3. Division-Level Reports

The SGOD-SMME Section, in coordination with CID, OSDS, PSDSs, and other concerned offices, shall prepare and maintain division-level consolidated reports on SBM implementation.

Division consolidated reports shall be utilized for:

1. division planning and policy recommendations;
2. monitoring and evaluation of SBM implementation;
3. identification of division-wide implementation trends, strengths, and gaps;
4. development of technical assistance and capacity-building interventions;
5. formulation of continuous improvement strategies and governance initiatives;
6. preparation of reports and compliance requirements for the Regional Office and Central Office when necessary;
7. documentation of best practices, innovations, and implementation models; and
8. evidence-based decision-making and organizational improvement initiatives.

The SGOD-SMME may further develop contextualized reporting templates, digital reporting systems, consolidation tools, and reporting schedules to strengthen data management, monitoring efficiency, and implementation support across the division.

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

All concerned offices and schools are enjoined to ensure timely, accurate, and complete submission of required reports and supporting documents consistent with prescribed standards and timelines.

XV. CAPACITY BUILDING

The Schools Division Office of Quezon Province shall conduct continuous and responsive capacity-building activities to strengthen the competencies, readiness, and implementation capabilities of school heads, PSDSs, teachers, non-teaching personnel, and stakeholders relative to the implementation and institutionalization of the Revised SBM System.

Capacity-building initiatives shall be aligned with the principles of continuous improvement, participatory governance, accountability, evidence-based decision-making, and organizational effectiveness to ensure that schools are adequately supported in implementing SBM policies, systems, and practices.

These activities shall likewise aim to strengthen school governance processes, enhance leadership and management competencies, improve planning and monitoring systems, and support schools in achieving higher degrees of SBM institutionalization and effectiveness.

Capacity-building activities may include, but are not limited to, the following:

1. orientation on the Revised SBM Policy to strengthen understanding of DepEd Order No. 007, s. 2024, SBM dimensions, indicators, degrees of manifestation, and implementation standards;
2. training on SBM self-assessment processes and evidentiary requirements to ensure accurate, participatory, and evidence-based assessment practices among schools;
3. technical assistance, coaching, mentoring, and implementation support to address identified gaps, contextual concerns, and operational challenges in SBM implementation;
4. SIP and AIP enhancement workshops to strengthen integration of SBM assessment results into school planning and continuous improvement initiatives;

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>



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

5. capacity-building on data analysis, utilization of school performance indicators, and evidence-based planning to support data-informed decision-making and responsive school interventions;
6. training on stakeholder engagement, shared accountability, participatory governance, and SGC functionality to strengthen school-community partnerships and collaborative governance mechanisms;
7. orientation and workshops on continuous improvement processes, innovation development, and organizational effectiveness practices to strengthen school-based improvement systems and sustainability mechanisms;
8. training on monitoring and evaluation systems, implementation tracking, and reporting mechanisms aligned with the BEMEF and division monitoring systems; and
9. capability-building on documentation, records management, report preparation, and management of Means of Verification (MOVs) to ensure proper organization, accessibility, and validation of SBM implementation evidences.

The Schools Division Office of Quezon Province may further develop contextualized learning and development interventions, technical assistance mechanisms, and professional support programs responsive to emerging implementation needs, policy directions, and school governance priorities.

XVI. FUNDING

Expenses relative to the implementation of these guidelines, including monitoring, technical assistance, orientation, capacity-building activities, and related operational requirements, shall be charged against available school and division funds subject to existing accounting, auditing, budgeting, and procurement rules and regulations.

XVII. TRANSITORY PROVISIONS

During the initial years of implementation of the Revised SBM System, the Schools Division Office of Quezon Province shall adopt a developmental, supportive, and capacity-

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

building approach to ensure smooth transition, contextualized implementation, and gradual institutionalization of SBM practices across schools.

Recognizing the varying implementation capacities, contextual realities, and operational conditions of schools, districts, and offices, the division shall provide appropriate guidance, technical assistance, monitoring support, and implementation interventions to facilitate effective adoption of the revised SBM system.

During this transition and strengthening period:

1. schools shall be provided orientation, technical assistance, coaching, and implementation support on the Revised SBM System;
2. schools shall gradually strengthen SBM institutionalization and governance mechanisms through continuous improvement and integration of SBM practices into school operations and planning processes;
3. districts, functional divisions, and concerned operating units shall intensify coaching, monitoring, and technical assistance support to address implementation gaps and contextual challenges;
4. contextualized tools, templates, monitoring mechanisms, reporting systems, and implementation resources may be developed and adopted by the division; and
5. implementation issues, challenges, emerging practices, and policy concerns shall be continuously documented and evaluated to support policy enhancement and systems improvement within the division.

The Schools Division Office of Quezon Province may issue supplemental guidelines, technical advisories, contextualized implementation tools, and additional operational mechanisms as necessary to ensure responsive, sustainable, and effective implementation of the Revised SBM System.

XVIII. ENCLOSURES

The following Enclosures form integral parts of these Operational Guidelines:

- Enclosure No. 1 – SBM Self-Assessment Checklist
- Enclosure No. 2 – SBM Monitoring Tool
- Enclosure No. 3 – Technical Assistance Request Template

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

XIX. REPEALING CLAUSE

All previous division memoranda, office memoranda, guidelines, procedures, and other issuances inconsistent with or contrary to the provisions of these Operational Guidelines are hereby repealed, rescinded, modified, or amended accordingly.

Existing division issuances, policies, mechanisms, and operational practices not affected by or inconsistent with these guidelines shall remain in full force and effect.

Further, all schools, districts, and concerned offices are directed to align existing SBM-related processes, monitoring mechanisms, reporting systems, and implementation arrangements with the provisions of these guidelines to ensure coherent, responsive, and standardized implementation of the Revised SBM System across the Schools Division of Quezon Province.

XX. EFFECTIVITY

These Operational Guidelines shall take effect immediately upon issuance and shall remain in force unless otherwise amended, repealed, or superseded by subsequent issuances from the Department of Education or the Schools Division Office of Quezon Province.

All concerned schools, districts, and offices are hereby directed to ensure immediate dissemination, orientation, and appropriate implementation of the provisions of these guidelines to support the effective and sustained institutionalization of the Revised SBM System across the division.

Further, all concerned offices and personnel shall undertake necessary preparatory, operational, monitoring, and technical assistance activities to ensure compliance with these guidelines and facilitate responsive, contextualized, and continuous implementation of SBM practices consistent with existing DepEd policies and standards.

XXI. REFERENCES

- Republic Act No. 9155, otherwise known as the “Governance of Basic Education Act of 2001”

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



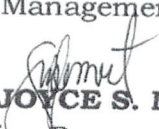
Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE

- DepEd Order No. 007, s. 2024 – *Policy Guidelines on the Implementation of the Revised School-Based Management (SBM) System*
- DepEd Order No. 029, s. 2022 – *Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF)*
- DepEd Order No. 009, s. 2021 – *Institutionalization of a Quality Management System in the Department of Education*
- DepEd Order No. 024, s. 2022 – *Adoption of the Basic Education Development Plan (BEDP) 2030*
- DepEd Order No. 026, s. 2022 – *Implementing Guidelines on the Establishment of School Governance Council*

Prepared by:


MICHELLE G. DUMA

Senior Education Program Specialist
School Management Monitoring and Evaluation


MARY JOYCE S. MONTAÑA

Education Program Specialist II
School Management Monitoring and Evaluation

Reviewed by:


JUANITO A. MERLE, EdD

SGOD Chief

Recommending Approval:


ARIS S. BARRAGO, PhD

OIC-Assistant Schools Division Superintendent

Approved by:


ROMMEL G. BAUTISTA, CESO V

Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>



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

School-Based Management (SBM) Self-Assessment Checklist

[Source: DepEd Order No. 007, s. 2024]

Name of School: _____ **District:** _____

School Head: _____ **Date of Self-Assessment:** _____

The SBM Self-Assessment Checklist provides a comprehensive understanding of the status of continuous improvement in the various areas of school operation. The school assesses the six (6) SBM dimensions and determines the degree of manifestation for each SBM indicator. These indicators are listed as observable school practices and attainment of learning outcomes. The extent by which the indicators are manifested is described as follows:

Degree of Manifestation	Description
<i>Always Manifested</i>	<i>An SBM indicator is consistently observed and achieved at all times.</i>
<i>Frequently manifested</i>	<i>An SBM indicator is most of the time observed and achieved.</i>
<i>Rarely manifested</i>	<i>An SBM indicator is sometimes observed and achieved.</i>
<i>Not yet manifested</i>	<i>An SBM indicator is neither observed nor achieved.</i>

CURRICULUM AND TEACHING

School personnel and stakeholders work collaboratively to enhance learning standards to continually build a relevant and inclusive learning community and achieve improved learning outcomes.

SBM Indicator	Degree of Manifestation				Remarks
	<i>(Please tick the box that best describes your school)</i>				
	Not Yet Manifested	Rarely Manifested	Frequently Manifested	Always Manifested	
1. Grade 3 learners achieve the proficiency level for each cluster of early language, literacy, and numeracy skills.					
2. Grade 6,10, and 12 learners achieve the proficiency level in all 21st century skills and core learning areas in the National Achievement Test (NAT).					
3. School-based ALS learners attain certification as elementary and junior high school completers.					

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-01641
 (042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

4. Teachers prepare contextualized learning materials responsive to the needs of learners					
5. Teachers conduct remediation activities to address learning gaps in reading and comprehension, science and technology, and mathematics					
6. Teachers integrate topics promoting peace and DepEd core values.					
7. The schools conducts test item analysis to inform its teaching and learning process.					
8. The school engages local industries to strengthen its TLE-TVL course offerings.					

LEARNING ENVIRONMENT

The school and its community work collaboratively to ensure equitable access to a learner-centered, motivating, healthy, safe, secure, inclusive, resilient, and enabling environment and to achieve improved learning outcomes.

SBM Indicator	Degree of Manifestation <i>(Please tick the box that best describes your school)</i>				Remarks
	Not Yet Manifested	Rarely Manifested	Frequently Manifested	Always Manifested	
9. The school has zero bullying incidence.					
10. The school has zero child abuse incidence.					
11. The school has reduced its drop-out incidence.					
12. The school conducts culture-sensitive activities.					
13. The school provides access to learning experiences for the disadvantaged, OSYs, and adult learners.					
14. The school has a functional school-based ALS program.					
15. The school has a functional child-protection committee.					
16. The school has a functional DRRM plan.					
17. The school has a functional support mechanism for mental wellness.					
18. The school has special education- and PWD-friendly facilities.					

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Contact No.s: (042) 784-0366 | (042) 784-0164 |
 (042) 784-0391 | (042) 784-0321
 E-mail Address: quezon@deped.gov.ph
 Website: <https://quezon.deped.gov.ph>



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

LEADERSHIP

School personnel and stakeholders are empowered and actively engaged in taking on appropriate leadership roles and responsibilities to continuously improve the school for improved learning outcomes.

SBM Indicator	Degree of Manifestation <i>(Please tick the box that best describes your school)</i>				Remarks
	Not Yet Manifested	Rarely Manifested	Frequently Manifested	Always Manifested	
19. The school develops a strategic plan.					
20. The school has a functional school-community planning team.					
21. The school has a functional Supreme Student Government/ Supreme Pupil Government.					
22. The school innovates in its provision of frontline services to stakeholders.					

GOVERNANCE AND ACCOUNTABILITY

The school and its community come together to take responsibility for ensuring participation, transparency, and accountability, as well as the implementation of a plan to continuously improve the delivery of basic education services, organizational health, and performance for improved learning outcomes.

SBM Indicator	Degree of Manifestation <i>(Please tick the box that best describes your school)</i>				Remarks
	Not Yet Manifested	Rarely Manifested	Frequently Manifested	Always Manifested	
23. The school's strategic plan is operationalized through an implementation plan.					
24. The school has a functional School Governance Council (SGC).					
25. The school has a functional Parent-Teacher Association (PTA).					
26. The school collaborates with stakeholders and other schools in strengthening partnerships.					
27. The school monitors and evaluates its programs, projects, and activities.					
28. The school maintains an average rating of satisfactory from its internal and external stakeholders.					

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Contact No.s: (042) 784-0366 | (042) 784-0164 |
 (042) 784-0391 | (042) 784-0321
 E-mail Address: quezon@deped.gov.ph
 Website: <https://quezon.deped.gov.ph>



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

HUMAN RESOURCE AND TEAM DEVELOPMENT

School personnel collaborate to continuously improve individual capabilities and team capacity to create an environment that shall yield high performance for improved learning outcomes.

SBM Indicator	Degree of Manifestation <i>(Please tick the box that best describes your school)</i>				Remarks
	Not Yet Manifested	Rarely Manifested	Frequently Manifested	Always Manifested	
29. School personnel achieve an average rating of very satisfactory in the individual performance commitment and review.					
30. The school achieves an average rating of very satisfactory in the office performance commitment and review.					
31. The school conducts needs-based Learning Action Cells and Learning & Development activities.					
32. The school facilitates the promotion and continuous professional development of its personnel.					
33. The school recognizes and rewards milestone achievements of its personnel.					
34. The school facilitates receipt of correct salaries, allowances, and other additional compensation in a timely manners.					
35. Teacher workload is distributed fairly and equitably.					

FINANCE AND RESOURCE MANAGEMENT AND MOBILIZATION

The school judiciously manages and mobilizes resources to support programs, projects and activities that contribute to the improvement of learning outcomes.

SBM Indicator	Degree of Manifestation <i>(Please tick the box that best describes your school)</i>				Remarks
	Not Yet Manifested	Rarely Manifested	Frequently Manifested	Always Manifested	
36. The school inspects its infrastructure and facilities.					
37. The school initiates improvement of its infrastructure and facilities.					
38. The school has functional library.					
39. The school has functional water, electric and internet facilities.					

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Contact No.s: (042) 784-0366 | (042) 784-0164 |
 (042) 784-0391 | (042) 784-0321
 E-mail Address: quezon@deped.gov.ph
 Website: <https://quezon.deped.gov.ph>



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

40. The school has a functional computer laboratory/classroom.					
41. The school achieves a 75-100% utilization rate of its Maintenance and Other Operating Expenses (MOOE).					
42. The school liquidates 100% of its utilized MOOE.					

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

School-Based Management (SBM) Compliance Monitoring Tool (SCMT)

School Name:			
School ID:		District:	
School Head:		PSDS:	
Date of Monitoring:		Mode of Monitoring:	<input type="checkbox"/> Onsite <input type="checkbox"/> Online

Rating Scale:

4	Fully Compliant	Consistently implemented; with complete and valid MOVs
3	Substantially Compliant	Implemented with minor gaps
2	Partially Compliant	Implemented but with significant gaps
1	Not Compliant	Not implemented / no valid evidence

A. SBM Compliance Indicators

	Indicators	Rating	Remarks / Gaps / TA Needed
1	The school head serves as the School SBM Coordinator/Focal Person.	□1 □2 □3 □4	
2	The school head conducts an orientation to internal and external stakeholders regarding the guidelines on the implementation of the revised SBM system.	□1 □2 □3 □4	
3	The school undergoes self-assessment using the SBM self-assessment checklist every 4 th grading period of the current school year and/or as deemed necessary.	□1 □2 □3 □4	
4	The school invites its internal and external stakeholders to participate in the self-assessment which includes an analysis of observed school practices	□1 □2 □3 □4	

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
 (042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

	and achieved learning outcomes stated as SBM indicators in the self-assessment checklist.		
5	The school has a filed copy of the accomplished SBM self-assessment checklist.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
6	The school integrates the results of SBM self-assessment in the school's strategic plan/adjusted implementation plan.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
7	The school implements its plan for continuous improvement of practices and learning outcomes based on the SBM self-assessment results.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
8	The school has established a mechanism to monitor and evaluate the continuous improvement of the various SBM dimensions through the process of self-assessment.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
9	The school has been provided with technical assistance based on the results of the SBM self-assessment.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
10	The school properly documents the conduct of SBM self-assessment with the internal and external stakeholders.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	

B. Key Strengths Observed

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>



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

C. Issues/Gaps Identified

Issues and Gaps on SBM System Implementation	Actions Taken/To be Taken

D. Recommended Technical Assistance (TA)

- SBM Process Coaching
- SIP/AIP Alignment
- Stakeholder Engagement
- Monitoring & Documentation
- Others: _____

Monitored by:	Acknowledged by:
<i>Signature over printed name and position</i>	<i>Signature over printed name and position</i>

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

School Governance Council (SGC) Compliance Monitoring Tool

School Name:			
School ID:		District:	
School Head:		PSDS:	
Date of Monitoring:		Mode of Monitoring:	<input type="checkbox"/> Onsite <input type="checkbox"/> Online

Rating Scale:

4	Fully Compliant	Consistently implemented; with complete and valid MOVs
3	Substantially Compliant	Implemented with minor gaps
2	Partially Compliant	Implemented but with significant gaps
1	Not Compliant	Not implemented / no valid evidence

A. SGC Compliance Indicators

	Indicators	Rating	Remarks / Gaps / TA Needed
1	The school has formally established an SGC in accordance with the prescribed structure.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
2	The composition of the SGC complies with required representation (internal & external stakeholders; 7–15 members).	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
3	SGC officers (Designated Co-Chairperson, Elected Co-Chairperson, Secretary) are properly selected/elected following prescribed procedures.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
4	The SGC conducts regular meetings (at least quarterly) with quorum.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
 (042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

5	The SGC functions as a consultative body in SIP, AIP, and other school programs.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
6	The SGC effectively serves as a feedback mechanism between stakeholders and school management.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
7	The SGC promotes transparency and accountability in school operations and resource use.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
8	The SGC submits required reports (e.g., semi-annual accomplishment reports) through proper channels.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
9	SGC activities support stakeholder engagement and partnerships aligned with school priorities.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
10	SGC documents are properly organized, stored, and accessible for monitoring and validation.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	

B. Key Strengths Observed

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>



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

C. Issues/Gaps Identified

Issues and Concerns on SGC Implementation	Actions Taken/To be Taken

D. Recommended Technical Assistance (TA)

- SGC Reorientation / Policy Clarification
- Governance & Stakeholder Engagement
- Reporting & Documentation
- SIP-SGC Alignment
- Others: _____

Monitored by:	Acknowledged by:
<i>Signature over printed name and position</i>	<i>Signature over printed name and position</i>

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

SCHOOL-BASED MANAGEMENT TECHNICAL ASSISTANCE REQUEST (STAR) FORM

I. School Information

School Name:		District:	
School Head:		PSDS:	

II. SBM Implementation Information

A. SBM Dimension/s Concerned

(Please check all applicable boxes.)

- Curriculum and Teaching
- Learning Environment
- Leadership
- Governance and Accountability
- Human Resource and Team Development
- Finance and Resource Management and Mobilization

B. Nature of Technical Assistance Requested

(Please check all applicable boxes.)

- Orientation/Policy Clarification
- Coaching and Mentoring
- SBM Self-Assessment Assistance
- SIP/AIP Integration
- Monitoring and Evaluation
- Stakeholder Engagement/SGC Functionality
- Documentation and MOV Preparation
- Data Analysis and Evidence-Based Planning
- Continuous Improvement Processes
- Governance and Accountability Mechanisms
- Capacity-Building/Training
- Other/s: _____

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>



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

III. Description of Technical Assistance Needs

A. Identified Concern/s or Gap/s

B. Basis of Identified Concern/s

(Please check all applicable boxes.)

- SBM Self-Assessment Result
- Monitoring Findings
- PSDS Recommendation
- Division Monitoring and Evaluation Findings
- SIP/AIP Review
- Stakeholder Feedback
- Learner Performance Data
- School Governance Concern
- Other/s: _____

C. Requested Technical Assistance/Support

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

D. Expected Output/s or Intervention Result/s

--

IV. Preferred Technical Assistance Arrangement

Preferred Schedule	:	
Preferred Modality	:	<input type="checkbox"/> Face-to-Face <input type="checkbox"/> Virtual <input type="checkbox"/> Blended
Preferred Office/Unit to Provide TA	:	
Proposed Participants	:	

V. Requesting Party

Name, Signature, and Position:	:	
Date of Request	:	

VI. Action Taken

(To be accomplished by the District/Division Office)

Date Received	:	
Receiving Office/Unit	:	
Assigned TA Provider/s	:	
Schedule of TA	:	

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>