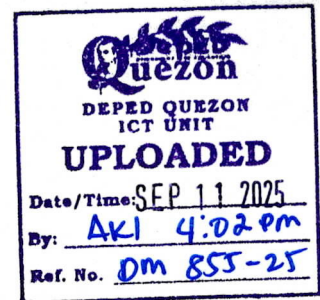




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



10 September 2025

DIVISION MEMORANDUM
DM No. 855, s. 2025

MONITORING OF SCHOOL COMPLIANCE WITH THE SCHOOL-BASED MANAGEMENT (SBM) AND SCHOOL GOVERNANCE COUNCIL (SGC) IMPLEMENTING GUIDELINES

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

1. In line with the Department's thrust to strengthen **School-Based Management (SBM)** and the **School Governance Council (SGC)**, the Division directs all Public Schools District Supervisors (PSDSs) to serve as counterparts in monitoring school compliance within their respective districts relative to the implementing guidelines of SBM and SGC.
2. Enclosed herewith are the **Monitoring Tools** that shall be utilized during the conduct of the monitoring. A consolidated **Monitoring Report** shall likewise be submitted by each PSDS through the link that will be provided directly via their official Facebook Messenger group chat.
3. The monitoring period shall run from **September to November 2025**. The monitoring shall be conducted at the convenient schedule of the PSDSs, and may be undertaken simultaneously with their other scheduled school visits to maximize time and resources.
4. In addition, the Division SBM and SGC Composite Team shall conduct random monitoring visits to schools. The schedule of such visits shall be coordinated with the PSDSs to align with their school monitoring schedules.
5. Widest dissemination of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

smemgd09/10/2025
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Enclosure No. 1 to DM No. 855, s. 2025

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

School:		District:	
School Head:		Date of Monitoring:	

	Statement of Compliance	Fully Complied	Partially Complied	Not Complied	Remarks
1	The school head serves as the School SBM Coordinator/Focal Person.				
2	The school head conducts an orientation to internal and external stakeholders regarding the guidelines on the implementation of the revised SBM system.				
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.				
4	The school invites its internal and external stakeholders to participate in the self-assessment which includes an analysis of observed school practices and achieved learning outcomes stated as SBM indicators in the self-assessment checklist.				

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5	The school has a filed copy of the accomplished SBM self-assessment checklist.				
6	The school integrates the results of SBM self-assessment in the school's strategic plan/adjusted implementation plan.				
7	The school implements its plan for continuous improvement of practices and learning outcomes based on the SBM self-assessment results.				
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.				
9	The school has been provided with technical assistance based on the results of the SBM self-assessment.				
10	The school properly documents the conduct of SBM self-assessment with the internal and external stakeholders.				

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

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**Add rows as necessary.*

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

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Enclosure No. 2 to DM No. 855, s. 2025

School Governance Council (SGC) Compliance Monitoring Tool

School:		District:	
School Head:		Date of Monitoring:	

	Statement of Compliance	Fully Complied	Partially Complied	Not Complied	Remarks
1	The school has established a School Governance Council.				
2	The organizational structure of SGC consists of a co-Chairperson, an elected co-chairperson, a secretary, and council members.				
3	The designated co-chairperson of the SGC is a school representative chosen by the School Head, who demonstrates leadership competencies in Domain 6: Community Linkages and Professional Engagement of the PPST.				
4	The elected co-chairperson is selected from the external stakeholders of the council through voting.				
5	The ex-officio members of the SGC consist of internal and external stakeholders, including the designated co-chairperson and representatives from the				

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	student government, PTA, and faculty club or its equivalent.				
6	Each school organization, association, or committee has a representative in the SGC.				
7	The expanded membership of the SGC consists of voting and non-voting council members.				
8	The name of the SGC includes the school's name, following one of these formats: <ul style="list-style-type: none"> • SGC of [School Name] • [School Name]-SGC 				
9	The SGC officers and members have designation papers.				
10	The school head conducted an orientation for the school's internal stakeholders on the SGC implementing guidelines.				
11	The school head facilitates the election of SGC officers on or before the sixth week after the opening of classes.				
12	The call for the SGC election is made publicly, with a notice posted in public areas two (2) weeks before the election.				
13	Candidates for SGC officer positions are selected from the voting council members.				
14	Candidates for SGC officer positions file their candidacy one (1) week before the election				

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	through an official communication addressed to the school head.				
15	The election is conducted through secret voting, with the school head chairing the election and leading the canvassing of votes.				
16	The canvassing of votes and the proclamation of SGC elected officials are conducted on the same day as the election.				
17	The resolution proclaiming the SGC officers-elect, signed by the school head is submitted to the SDO.				
18	The names of the SGC officers-elect are posted on the transparency board and in other public areas within the school vicinity.				
19	All voting SGC members hold office for a maximum of three (3) school years (SY)				
20	The SGC holds virtual or in-person meetings at the school premises or other locations determined by the Elected Co-Chairperson for safety or other valid reasons, scheduled at a time convenient for all members, especially the student representative.				
21	Special meetings held outside the school premises or on weekends				

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	have prior written approval from the SDS.				
22	SGC meetings shall be held at least quarterly, except in cases of special meetings called due to urgency.				
23	The Secretary issues a notice of both regular and special meetings to all SGC members at least one week in advance.				

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

**Add rows as necessary.*

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

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