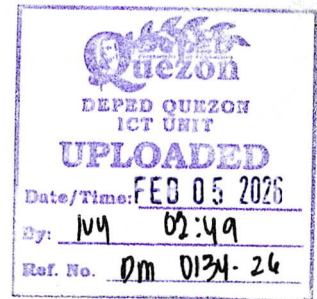




Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



03 February 2026

DIVISION MEMORANDUM

No. 0134, s. 2026

**DIVISION MONITORING OF SCHOOL COMPLIANCE WITH SBM AND SGC
IMPLEMENTING GUIDELINES**

To: Assistant Schools Division Superintendents
Division Chiefs
Division SGC Composite Team
Public Schools District Supervisors
District SBM/SGC Coordinators
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to **DepEd Order No. 007, s. 2024** (Policy Guidelines on the Implementation of the Revised School-Based Management [SBM] System), and **DepEd Order No. 026, s. 2022** (Implementing Guidelines on the Establishment of School Governance Council [SGC]), this Office, through the School Governance and Operations Division – School Management Monitoring and Evaluation (SGOD-SMME) Section, hereby announces the conduct of Monitoring of School Compliance with SBM and SGC Implementing Guidelines from **February to October 2026**.
2. The said monitoring activity shall cover **all public elementary and secondary schools**. To ensure 100% coverage, both onsite and online modes of monitoring shall be employed.
3. The specific monitoring schedule shall be directly communicated to the concerned schools and Public Schools District Supervisors (PSDSs) to ensure availability and to avoid scheduling conflicts among participants.
4. All concerned are hereby reminded to ensure that classes and regular school operations shall not be disrupted during the conduct of the monitoring activity.
5. For reference and guidance, please see the enclosures which contain the SBM and SGC Compliance Monitoring Tool.

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6. Transportation and incidental expenses incurred by Division onsite monitors in the conduct of the monitoring shall be charged to the Division MOOE, subject to existing accounting and auditing rules and regulations.
7. Immediate and widest dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

smemgd02/03/2026

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Enclosure No. 1 to DM No. 0124, s. 2026

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.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
2	The school head conducts an orientation to internal and external stakeholders regarding the guidelines on the implementation of the revised SBM system.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
3	The school undergoes self-assessment using the SBM self-assessment checklist every 4 th	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	

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	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.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
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	

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B. Key Strengths Observed

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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>

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Enclosure No. 2 to DM No. 0134, s. 2026

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	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	

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	selected/elected following prescribed procedures.		
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	
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

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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>

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