



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



12 November 2025

**OFFICE MEMORANDUM**  
OM No. 151, s. 2025

**SUBMISSION OF DATA AND DOCUMENTATION OF BEST PRACTICES  
AND INNOVATIVE STRATEGIES FOSTERING A CULTURE  
OF COLLABORATION**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Division Section/Unit Heads  
Division Program Owners/Process Holders  
All Others Concerned

Pursuant to Regional Memorandum No. 68, s. 2025, titled **Year-End Performance Review and Reporting of SDO Counterparts**, this Office shall prepare and submit a **video presentation showcasing the best practices and innovative strategies** of the Schools Division Office in the processing of private school permits, monitoring and evaluation activities, and other related programs or initiatives that exemplify efficiency, collaboration, and innovation.

For guidance, please refer to the **attached document** containing the **detailed instructions** from the Regional Office on the preparation of data and materials related to the said best practices or innovations.

In this regard, **all functional divisions**, through their **operating service units**, are hereby directed to **submit data and documentation** on their best practices or innovations not later than **November 21, 2025**, via the following link: **[tinyurl.com/BestPractice-Innovations25](https://tinyurl.com/BestPractice-Innovations25)**.

Immediate and strict compliance with this Memorandum is expected.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

smemgd11/12/2025

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## **Sharing of Best Practices and Innovative Strategies Fostering a Culture of Collaboration**

**Instructions:** Prepare a video presentation with a maximum duration of four (4) minutes showcasing your best practices and innovative strategies in processing of private school permits, monitoring and evaluation activities and other related programs or initiatives that highlight efficiency, collaboration, and innovation Use the suggested content outline as your guide in organizing the video.

### **1. Introduction / Context**

- ✓ Brief background of the SDO's organizational culture and focus on collaboration.
- ✓ Key challenges or gaps that inspired the best practice or innovation.

### **2. Description of Best Practices or Innovations**

- ✓ Team-Based Technical Assistance Approach – cross-functional teams providing integrated support to schools.
- ✓ Data-Driven Decision-Making Platforms – shared dashboards or QAME tools fostering transparency and teamwork.
- ✓ Use of Technology Platforms (e.g., MS Teams, Google Workspace, or DepEd portals) to enhance coordination and sharing.

### **3. Hindering and facilitating factors**

### **4. Results and Impact**

### **5. Visuals and Documentation**

- ✓ Photos of collaborative activities, meetings, and partnerships.
- ✓ Data dashboards, infographics, or videos showing impact.