April 23, 2021

REGIONAL MEMORANDUM

No.   **2 1 5**   s. 2021

SUBMISSION OF THE UPDATED POTENTIAL SBM LEVEL 3 SCHOOLS FOR ONLINE SBM VALIDATION

To: Schools Division Superintendents
        All Others Concerned

1.   In preparation for the Regional Online SBM Validation of Schools SBM Level of Practice, this Office, through the Field Technical Assistance Division (FTAD) shall update the list of potential SBM Level 3 Schools ready for RO online SBM validation comes June to August 2021.

2.   Attached is the SBM Validation Remote Process designed by QAD on the conduct of online SBM Assessment for information and guidance.

3.   SDOs are hereby advised to conduct pre and post online re-validation of SBM Level 3 Schools submitted last year for RO validation, in order to be acquainted with the remote validation process (pls. see attached).   SBM Level 3 Schools must only be indorsed or recommended by SDO to the Region for validation if the schools are compliant with the following criteria:

   a.   Stable internet connectivity with in the school premises;
   b.   ICT related equipment and facilities, like laptops, desktops, scanners and others;
   c.   Complete sets of valid documents/MOVs and evidences; and
   d.   Passed the pre and post Division online screening.

4.   Schools Division Superintendents are advised to recommend for RO online validation a minimum of 3 and a maximum of 10 best SBM Level 3 Schools. Furthermore, it is informed that only criteria compliant School/s shall be evaluated by the Regional Validating Team. This team will proceed to the next SDO without completing the number of day/s slated according to schedule if recommended schools are found not in adherence to the requirements in paragraph 3 above.

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ISO 9001:2015 Certified

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PROJECT
LEAD

5.   It is further advised to recommend the best potential SBM Level 3 Schools for RO online validation and submit the same on or before the 3rd day of May 2021 via   email to ftad.region8@deped.gov.ph

6.   Immediate dissemination of and compliance with this Memorandum are desired.

MA. GEMMA MERCADO LEDESMA
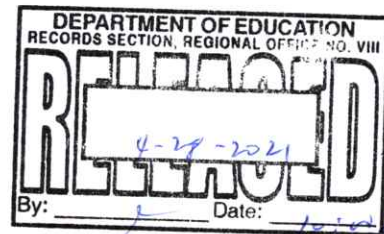Regional Director

Enclosures: SBM Validation remote process
References: DO No. 83, s. 2012
To be indicated in the Perpetual Index under the following subjects:

ONLNE   SBM LEVEL 3   SCHOOLS   SUBMISSION

FTAD-REN

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. VIII
RELEASED
By: _____   Date: _____

Enclosure to RM No. _____, s. 2021

SBM VALIDATION REMOTE PROCESS

I. Pre – Evaluation

Person Responsible	Activity/Task

SDO	1.0 Orient school on the SBM simultaneous virtual validation processes:
	  ✓ Document Observation and Discussion
	    ✓ Principle 1
	    ✓ Principle 2
	    ✓ Principle 3
	    ✓ Principle 4
	  ✓ Performance Improvement
	  ✓ FGD with the internal and external stakeholders
	Note: Require the school scanned copy of necessary documents for validation.

II. Evaluation

Person Responsible	Activity/Task
SDO	1.0 Conduct actual evaluation of the documents.
	2.0 Endorse the results of the evaluated schools with SBM Level III of Practice to RO for validation
	3.0 Issue omnibus certification on the authenticity and veracity of documents evaluated

III. Pre-Validation

Person Responsible	Activity/Task
RO QAD	1.0 Organize the composite validation team
	2.0 Orient the composite team on the process of validation
	3.0 Schedule the date of validation
	4. 0 Prepare Regional Memorandum for the conduct of the Regional SBM Validation

IV. Validation Proper

Person Responsible	Activity/Task

SDO	1.0 Create main platform link
	  ✓ for the preliminary and closing program
	2.0 Create break out session like
	  ✓ for principle 1 validation and FGD with stakeholders
	  ✓ for principle 2 validation and FGD with teachers
	  ✓ for principle 3 validation and FGD with learners
	  ✓ for principle 4 validation
	  ✓ for performance improvement validation
	3.0 Share the link to the RO SBM Validation Composite Team and the concerned schools

School	4.0 Facilitate the preliminary activities 5.0 Provide consent form in compliance with Data Privacy Act

RO	6.0 Conduct the simultaneous validation processes on the following:
	  a. Document Observation and Discussion
	    ✓ Principle 1
	    ✓ Principle 2

Person Responsible	Activity/Task
	✓ Principle 3 ✓ Principle 4 b. Performance Improvement c. FGD with the internal and external stakeholders

V. Post Validation

Person Responsible	Activity/Task
RO (QAD)	1.0 Each composite team of validators shall create and share exclusive link for post conference 2.0 Fill up and finalize SBM validation tool shared in QAD email google drive 3.0 Conduct post conference
RO (SBM Composite Team Chairman/ Representative)	1.0 Announce/Present the result of the validation
RO (QAD)	1.0 Share to the SDO official email account result of the validation.
	2.0 End of the process

Proposed Validation Schedule	
Time	**Activity**
8:00 am - 9:00 am	Opening Program

9:00 am - 12:00 am	Validation Proper
	    a. Document Observation and Discussion (DOD)
	      - Principle 1, 2, 3, 4
	    b. Performance Improvement (PI)

12:00 am - 1:00 pm	Lunch Break

1:00 pm - 2:00 pm	c. Focus Group Discussion (FGD)
	    - Stakeholders
	    - Teachers
	    - Learners

3:00 pm - 4:00 pm	Post Conference (Validating Team)
4:00 pm - 5:00 pm	Announcement/Presentation of Result