




August 28, 2019

To: Division Chiefs
Elementary and Secondary School Heads
All Others Concerned

Attached is the format for the Report on School-Based Management (SBM) Best Practices SY 2018 – 2019 and 2019 - 2020. District Supervisors (for the elementary group) and EDDIS chairs (for the secondary group) are expected to consolidate the report by district and by EDDIS level.

Consolidated reports shall be submitted to Dr. Cecilia S. Custodio, Education Program Supervisor – SGOD, on or before September 27, 2019.

Usual cooperation of all concerned is highly appreciated.


ZENIA G. MOSTOLES, Ed. D., CESQ V
Schools Division Superintendent

DIVISION LETTER
NO. 155, S. 2019



ISO 9001:2015 CERTIFIED
Registration Number: DE-50500546 QM15





FORMAT/LAYOUT FOR PRESENTATION OF SBM BEST PRACTICES

PAPER SIZE : A4
MARGIN : LEFT **1.5"**, TOP, BOTTOM & RIGHT **1.0"**
FONT : CENTURY GOTHIC
FONT SIZE : 11
LINE SPACING : SINGLE
No borders, no letterheads

PARTS OF THE PRESENTATION

# of Pages	Content
(1)	COVER PAGE
(1)	INTRODUCTION (includes background and message of the public schools district supervisors for the elementary and EDDIS chair for the secondary)
(1)	SBM PROFILE OF THE DISTRICT/EDDIS
(5)	LEADERSHIP AND GOVERNANCE
(5)	CURRICULUM
(5)	ACCOUNTABILITY AND CONTINUOUS IMPROVEMENT
(5)	MANAGEMENT OF RESOURCES
(2)	SUSTAINABILITY AND FUTURE DIRECTIONS
	CONCLUSIONS RECOMMENDATIONS

DEADLINE OF SUBMISSION:

SEPTEMBER 27, 2019, Friday
3 COPIES OF HARDCOPY AND 1 SOFTCOPY (CD)

AND

EMAIL TO : bhelle.fajardo@deped.gov.ph
SUBJECT : **DISTRICT/ EDDIS NAME**
ATTACHMENT: WORD AND PDF FORMAT

Thank You



ISO 9001:2015 CERTIFIED
Registration Number: DE-50500546 QM15

