



Republic of the Philippines
Department of Education
REGION III
Schools Division Office of Bulacan

October 27, 2021


DIVISION MEMORANDUM
No. 240 , s. 2021

**SUBMISSION OF SCHOOL-BASED MANAGEMENT (SBM)
SELF-ASSESSMENT VALIDATION**

To: Assistant Division Superintendent
Division Chiefs
Public Schools District Supervisors
Public Elementary, Secondary and Senior School Heads
Schools SBM Coordinator
All Others Concerned

1. In line with the 'Implementing Guidelines on the Revised School-Based Management (SBM) Framework, Assessment, Process and Tool' (DepEd Order No. 83, s. 2012) and Implementation Guidelines on the Validation Processes of School-Based Management (SBM) Level of Practice (Regional Memorandum No. 133 s. 2021), all schools both elementary and secondary are directed to conduct the SBM self- assessment for school year 2020-2021 to determine the SBM Level of Practice and submit the same to this office in soft copy.
2. The activity aims to:
 - 2.1 identify the current SBM Level of Practice of schools
 - 2.2 recognize schools with improvement in their SBM Level of practice
 - 2.3 provide technical assistance to schools without improvement in their SBM Level of Practice
3. Accomplished scanned copy of SBM Self-Assessment Validation tool shall be submitted to this google drive <https://bit.ly/sdo-bulacan-self-assessment-tool> for ease of access. Submission of the aforesaid documents shall be on or before November 16,2021
4. Attached is the copy of the contextualized School-Based Management validation tool.
5. For more information please contact the School Management Monitoring and Evaluation (SMME) Unit of the School Governance and Operations Division (SGOD c/o Ms. Ma. Lourdes J. Patag, SEPS-SMME and Ms. Ma. Bella S. Fajardo, EPS II-SMME
6. Immediate and wide dissemination of the Memorandum is hereby enjoined.


ZENIA G. MOSTOLES, EdD, CESO V
Schools Division Superintendent


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**STANDARDIZED SCHOOL-BASED MANAGEMENT SELF-ASSESSMENT
TOOL (Regional Memo 133 & 134 s 2021)**

Name of School:			
Location:		District:	
School Type:	<input type="checkbox"/> Elementary	<input type="checkbox"/> Secondary	<input type="checkbox"/> Integrated Sch.
School Head:			
Last SBM Level/Rating		School Year:	
Current SBM/ Rating		School Year:	

SCHOOL COMMITTEES (list down the names)	I	II	III	IV
	LEADERSHIP AND GOVERNANCE	CURRICULUM AND INSTRUCTION	ACCOUNTABILITY AND CONTINUOUS IMPROVEMENT	MANAGEMENT OF RESOURCES
Chairman:				
Secretary:				
Members:				

CRITERIA ON THE LEVEL OF PRACTICE:

Numerical Rating: Scale	Description
0	No Evidence
1	Evidence indicates developing structures and mechanisms are in place to demonstrate ACCESs
2	Evidence indicates planned practices and procedures are fully implemented and aligned to ACCES.
3	Evidence indicates practices and procedures satisfy quality standards .

I. LEADERSHIP AND GOVERNANCE

INDICATOR	LEVEL OF PRACTICE	STANDARD MOVs/ ARTIFACTS (mark if present & x if none)	REMARKS	SCORE (No. of MOVs/Total No. of MOVs)



1. In place is a Development Plan (e.g. SIP) developed collaboratively by the stakeholders of the school and community.	Level 1	The development plan guided by the school's vision, mission and goal (VMG) is developed through the leadership of the school and the participation of 50% community stakeholders.	Approved School Improvement Plan School Memorandum Letter of Invitation Activity Completion Report (ACR) Other supporting documents (printed/ electronic)		
	Level 2	The development plan is evolved through the shared leadership of the school and the participation of 51-80% community stakeholders.			
	Level 3	The development plan is enhanced with the 81-100 % community participation in performing the leadership roles with the school providing technical support.			
2. The development plan (e.g. SIP) is regularly reviewed by the school community to keep it up responsive and relevant to emerging needs, challenges and opportunities	Level 1	The school leads the regular review and improvement of the development plan.	Approved Annual Implementation Plan(AIP) School Memorandum Letter of Invitation Activity Completion Report (ACR) Other supporting documents (printed/ electronic)		
	Level 2	The school and 75-80% community stakeholders working as full partners, lead the continual review and improvement of the development plan.			
	Level 3	The school and 81-100 % of the community stakeholders lead the regular review and improvement process; the school stakeholders facilitate the process.			
3. The school is organized by a clear structure and work arrangements that promote shared leadership and governance and define the roles and responsibilities of the stakeholders.	Level 1	The school defines the organizational structure, and the roles and responsibilities of stakeholders.	Approved Office Performance Commitment and Review Form School Memorandum Minutes of the meeting ACR School Organizational Structure Process Flow		
	Level 2	The school and 51-80% of the community collaboratively define the structure and the roles and responsibilities of stakeholders.			

		provides technical and administrative support.	Other supporting documents (printed/ electronic)		
4. A leadership network facilitates communication between and among school and community leaders for informed decision-making and solving of school-community wide-learning problems	Level 1	A network has been collaboratively established and is continuously improved by the school community yearly .	Modes of Dissemination: <input type="checkbox"/> School Website <input type="checkbox"/> Facebook Account <input type="checkbox"/> Page/Leaflets/ <input type="checkbox"/> Brochures/ Newsletters <input type="checkbox"/> Transparency/ <input type="checkbox"/> Bulletin Board <input type="checkbox"/> School Paper <input type="checkbox"/> Communication Plan, Flow and System		
	Level 2	The network actively provides stakeholders information for making decisions and solving learning and administrative problems twice a year .	School-based implementing guidelines on Child Protection Policy, Anti-Bullying, etc. <input type="checkbox"/> SchoolMemorandu <input type="checkbox"/> Consultation Report (Attendanceand pictures)		

	Level 3	The network allows easy exchange and access to information sources beyond the school community everyquarter.	<input type="checkbox"/> Proposed School Implementing Guidelines <input type="checkbox"/> School Handbook with dissemination Report (Pictorials, attendance) <input type="checkbox"/> Intake Sheets <input type="checkbox"/> eBEIS - Performance Indicators <input type="checkbox"/> Gross Enrolment Rate <input type="checkbox"/> Net Enrolment Rate <input type="checkbox"/> Cohort Survival Rate <input type="checkbox"/> Transition Rate <input type="checkbox"/> School Leaver Rate <input type="checkbox"/> Completion Rate <input type="checkbox"/> ALS Completion Rate (% of ALS Learners who completed either Elementary or Secondary Level in accordance with the requirements) <input type="checkbox"/> ALS A&E Passer		
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			Rate (% of ALS Learners who passed the ALS Accreditation and Equivalency Test)		
5. A long term program is in operation that addresses the training and development needs of school and community leaders.	Level 1	Developing structures are in place and analysis of the competency and development needs of leaders is conducted; result is used to develop a long term training and development program every year.	<input type="checkbox"/> Programs, Projects, Activities (PPAs) as indicated in the SIP/AIP/OPCR.F <input type="checkbox"/> School Memorandum <input type="checkbox"/> Minutes of the Meeting <input type="checkbox"/> Project Proposal <input checked="" type="checkbox"/> ACR <input type="checkbox"/> Innovative Program for the Improvement of ACCESS <input type="checkbox"/> Other regular school programs: <input type="checkbox"/> Wash in School <input type="checkbox"/>		
	Level 2	Leaders undertake training modes for 2 quarters that are convenient to them (on-line, off-line, modular, group, or home-based) and which do not disrupt their regular functions. Leaders monitor and evaluate their own learning process.			

	Level 3	Leaders assume responsibility for their own training and development every quarter . School community leaders working individually or in groups, coach and mentor one another to achieve their VMG.	<input type="checkbox"/> Gulayan sa Paaralan		
			<input type="checkbox"/> Feeding Program		
			<input type="checkbox"/> Others		
				TOTAL	
WEIGHTED MEAN (Total Score/SJ)					

FINDINGS:	RECOMMENDATIONS:
BEST FEATURES:	
Reviewed By:	Conformed by:
PSDS	School Head

II. CURRICULUM AND INSTRUCTION

INDICATOR	LEVEL OF PRACTICE		STANDARD	REMARKS	SCORE
			MOV/ ARTIFACTS (mark <i>J</i> if present & <i>x</i> if none)		(No. of MOVs/Total No. of MOVs)
1. The curriculum provides for the development needs of all types of learners in the school community	Level 1	All types of learners of the school community are identified, their learning curves assessed; appropriate programs with its support materials for each type of learner are developed with 26-50 % decrease of the non-numerates and non-literates.	Learner's Outcome		
			<input type="checkbox"/> Performance Indicators (Drop-Out, Graduation, Cohort-Survival, etc.)		
			<input type="checkbox"/> Learner's Tracking System/ Program Report		
			<input type="checkbox"/> Learners' Profile with their learning needs		
			<input type="checkbox"/> Learners' Portfolio		
			<input type="checkbox"/> Alternative Delivery Mode		

	Level 2	Programs are fully implemented and closely monitored to address performance discrepancies, benchmark best practices, coach low performers, mentor potential leaders, reward high achievement that makes learning meaningful and enjoyable with 51 - 75 % decrease of the non-numerates and non-literates.	<ul style="list-style-type: none"> 0 (ADM) 0 Periodic Assessment Results with Analysis 0 Summative Test Results 0 Proportion of students performing at proficient level <ul style="list-style-type: none"> A. Numeracy Level B. Literacy Level <p><i>In the absence of NAT, the results of the reading test in Filipino and English and numeracy test shall be considered - with reference to the policy standard set by the CLMD</i></p>											
	Level 3	The educational needs of all types of learners are being met as shown by continuous improvement on learning outcomes and products of learning with 76-100% or zero (0) non-reader/non-numerates. Teachers' as well as students' performance is motivated by intrinsic rather than extrinsic reward. The schools' differentiated program is frequently benchmarked by other schools.	<p>The percentage weight for the learning outcomes shall be:</p> <ul style="list-style-type: none"> 10% - Filipino Reading Test 10% - English Reading Test 10%- Numeracy Test <p>To determine the improvement of learning outcomes, the rating standard below shall be followed:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Rating Standards</th> <th style="text-align: center;">Rating</th> </tr> </thead> <tbody> <tr> <td>Highly Proficient (90-100%)</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Proficient (75-89%)</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Nearly Proficient (50 -74%)</td> <td style="text-align: center;">1</td> </tr> <tr> <td>49 and below</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	Rating Standards	Rating	Highly Proficient (90-100%)	3	Proficient (75-89%)	2	Nearly Proficient (50 -74%)	1	49 and below	0	
Rating Standards	Rating													
Highly Proficient (90-100%)	3													
Proficient (75-89%)	2													
Nearly Proficient (50 -74%)	1													
49 and below	0													

2, The implemented curriculum is localized to make it more meaningful to the learners and applicable to life in the community	Level 1	Local beliefs, norms, values, traditions, folklores, current events, and existing technologies are documented and used to develop a lasting curriculum. Developed localized curriculum in 4 learning areas.	<ul style="list-style-type: none"> 0 List of localized, contextualized IMs with sample (Big books, MTB dictionary, etc.) 0 School Initiated SLM/LAS (Sample) 0 School Forms 0 Improves/Localized LMs/ IMs/ DLLs 0 Instructional Materials 0 List of Visual Aids, Digitized IMs and Quality 		
		The localized curriculum is implemented and monitored closely to ensure that it makes learning more meaningful and			

	Level 2	pleasurable, produced desired learning outcomes, and directly improves community life. Ineffective approaches are replaced and innovative ones are developed. Developed localized curriculum in 6 learning areas.	Assured and accepted localized LMs		
	Level 3	Best practices in localizing the curriculum are mainstreamed and benchmarked by other schools. There is marked increase in number of projects that use the community as learning laboratory, and the school as an agent of change for improvement of the community. Developed localized curriculum in ALL learning areas.			
3.A representative group of school and community stakeholders develop the methods and materials for developing creative thinking & problem solving.	Level 1	A representative team of school and community stakeholders assess content and methods used in teaching creative, critical thinking and problem solving. Assessment results are used as guide to develop materials. Developed learning materials in 4 learning areas in all grade levels.	Teachers' Portfolio <input type="checkbox"/> RPMS/IPCRF Portfolio (proportion of teachers meeting PPST career stage 3 in all domains (Highly Proficient)) <input type="checkbox"/> Monthly Supervisory Plan <input type="checkbox"/> Classroom Observation Tool <input type="checkbox"/> Observation Notes <input type="checkbox"/> Class Program <input type="checkbox"/> Sample Lesson Plan <input type="checkbox"/> DepEd emails and FBaccounts <input type="checkbox"/> School Leadership with		
	Level 2	A representative team of school and community stakeholders assess content and methods used in teaching creative, critical thinking and problem solving. Assessment results are used as guide to			

		develop materials. Developed learning materials in 6 learning areas in all grade levels.	designation		
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	Level 3	Materials and approaches are being used in school, in the family and in community to develop critical, creative thinking and problem solving community of learners and are producing desired results. Developed learning materials in ALL learning areas in all grade levels.			
4. The learning systems are regularly and collaboratively monitored by the community using appropriate tools to ensure the holistic growth and development of the learners and the community.	Level 1	A school- based monitoring and learning system is conducted regularly and cooperatively; and feedback is shared with stakeholders. The system uses a tool that monitors the holistic development of learners once a year.	School's Best Practices/ Remarkable Accomplishments <input type="checkbox"/> School initiated programs/ projects <input type="checkbox"/> Log sheet/logbook showing names of visitors who benchmarked schools initiated programs <input type="checkbox"/> Best practices <input type="checkbox"/> Innovations <input type="checkbox"/> Programs for improvement of the learning environment and increased learning outcomes <input type="checkbox"/> Continuous improvement (CI) projects <input type="checkbox"/> Institutionalized programs for inclusive education <input type="checkbox"/> Literary Services <input type="checkbox"/> Guidance Services <input type="checkbox"/> Guidance Forms <input type="checkbox"/> Guidance Records and Reports <input type="checkbox"/> Computer/ Science/TLE Laboratory (if any) <input type="checkbox"/> Learners' initiated programs <input type="checkbox"/> Classroom Structuring <input type="checkbox"/> Reading Centers/Study Sheds (Reading Books) Co-curricular Activities Report (ex. Scouting, Religious Instructions, Science Camp, Education Summit, etc.)		
	Level 2	The school-based monitoring and learning systems generate feedback that is used for making decisions that enhance the total development of learners for 2 quarters. A committee takes care of the continuous improvement of the tool.			
	Level 3	The monitoring system is accepted and regularly used for collective decision making every quarter. The monitoring tool has been improved to provide both quantitative and qualitative data.			
5. Appropriate assessment tools for teaching and learning are	Level 1	The assessment tools are reviewed by the school and assessment results are shared with school's stakeholders once a year.	Sample Assessment Tool <input type="checkbox"/> Table of Specification <input type="checkbox"/> Formative/Summative Test		

continuously reviewed and improved, and assessment results are contextualized to the learner and local situation and the attainment of relevant life skills.	Level 2	The assessment tools are reviewed by the school community and results are shared with community stakeholders for 2 quarters.	<input type="checkbox"/> Periodic Test Questions <input type="checkbox"/> Evaluation Notebooks <input type="checkbox"/> Test/Item Analysis <input type="checkbox"/> Item Bank per Learning Area <input type="checkbox"/> Rubrics used <input type="checkbox"/> Enhanced Assessment Tools adopted from partners		
	Level 3	School assessment results are used to develop learning programs that are suited to the community, and customized to each learner's context, results of which are used for collaborative decision-making every quarter.			
6. Learning managers and facilitators (teachers, administrators and community members) nurture values and environments that are protective of all children and demonstrate behaviors consistent to the organization's Vision, Mission and Goals.	Level 1	Stakeholders are aware of child/ learner-centered, rights-based, and inclusive principles of education. Learning managers and facilitators conduct activities aimed to increase 50% of stakeholder's awareness and commitment to fundamental rights of children and the basic principle of educating them.	Training Development Plan <input type="checkbox"/> Teacher's Developmental Needs <input type="checkbox"/> LAC/INSET implementation Plan (LAC template per DepEd/Division issuances) <input type="checkbox"/> Project Proposal <input type="checkbox"/> School Memorandum <input type="checkbox"/> Technical Working Group <input type="checkbox"/> ACR with financial and monitoring report <input type="checkbox"/> Sample certificate and program <input type="checkbox"/> Technical Assistance Plan (Based on DepEd/ Memorandum) <input type="checkbox"/> Certificates of Attendance to Trainings/ Webinars		
	Level 2	75-80% of Stakeholders begin to practice child/ learner-centered principles of education in the design of support to education. Learning managers and facilitators apply the principles in designing learning materials.			

	Level 3	Learning environments, methods and resources are community driven, inclusive and adherent to child's rights and protection requirements with 81-100% of stakeholder's adherence to child/Learner centers principle's. Learning managers and facilitators observe learners' rights from designing the curriculum to structuring the whole learning environment.	(Divison/Region/National/International)		
7. Methods and resources are learner and community-friendly, enjoyable, safe,	Level 1	Practices, tools and materials for developing self-directed learners are 100% observable in school, but not in the home or in the community. Learning	School Research Outcomes <input type="checkbox"/> List of researchers (proposals and completed) <input type="checkbox"/> Dissemination Plan and Report on Research outcomes		

inclusive, accessible and aimed at developing self-directed learners. Learners are equipped with essential knowledge, skills, and values to assume responsibility and accountability		programs are designed and developed to produce learners who are responsible and accountable for their learning.	<input type="checkbox"/> Innovations/ Interventions. Enrichment/ Remediation Programs <input type="checkbox"/> Project Proposal <input type="checkbox"/> ACR		
	Level 2	Practices, tools and materials for developing self-directed learners are observable in the school and 51-80% in the community. The program is collaboratively implemented and monitored by teachers and parents to ensure that it produces desired learners			

for their own learning.	Level 3	There is a continuous exchange of information, sharing of expertise and materials among the schools, home and community for the development of self-directed learners with 81-100% are observable in school and 81-100% in the home and in the community. The program is mainstreamed but continuously improved to make relevant to emergent demand .			
					TOTAL SCORE
WEIGHTED MEAN (Total Score/7)					
FINDINGS:			RECOMMENDATIONS:		
BEST FEATURES:					
Reviewed By:			Conformed by:		
PSDS			School Head		

III. ACCOUNTABILITY AND CONTINUOUS IMPROVEMENT

INDICATOR	LEVEL OF PRACTICE		STANDARD MOV/ ARTIFACTS <small>(mark J if present & x if none)</small>	REMARKS	SCORE <small>(No. of MOVs/Total No. of MOVs)</small>
1. Roles and responsibilities of accountable person/s and collective body/ies are clearly	Level 1	There is an active party that initiates clarification of the roles and responsibilities in education delivery with 50% of stakeholders participation.	School Organizational Structure <input type="checkbox"/> Functional organizations/ teams/ committees <input type="checkbox"/> MPTA (DO 54, s. 2009, DO		

defined and agreed upon by community stakeholders.	Level 2	There is 51-80% stakeholders engagement in clarifying and defining their specific roles and responsibilities.	67 s. 2009) <input type="checkbox"/> SGC <input type="checkbox"/> SSG/SPG (DM 4 s. 2012) <input type="checkbox"/> Finance Team <input type="checkbox"/> SPT (School Planning Team)		
	Level 3	Shared and participatory processes with 81-100% stakeholders engagement in determining roles, responsibilities, and accountabilities of stakeholders in managing and supporting education.	<input type="checkbox"/> SMEA Team <input type="checkbox"/> Grievance Committee <input type="checkbox"/> Faculty Club <input type="checkbox"/> HR PTA <input type="checkbox"/> SBM Team <input type="checkbox"/> CPP Committee <input type="checkbox"/> QA Team for School LRMD <input type="checkbox"/> Organized school Quality Management System <input type="checkbox"/> WinSTWG <input type="checkbox"/> Others Attachments are but not limited to: <input type="checkbox"/> Structures/ charts <input type="checkbox"/> Constitutions and By-Laws <input type="checkbox"/> Terms of Reference (TOR) Roles and Responsibilities <input type="checkbox"/> Designation/ Appointment <input type="checkbox"/> Oath of Office <input type="checkbox"/> Invitation Letter <input type="checkbox"/> School Memorandum <input type="checkbox"/> Minutes of the Meeting <input type="checkbox"/> List of Project Proposals (from Principle 1) <input type="checkbox"/> ACR <input type="checkbox"/> Enhanced School Process (QMS) like in enrolment, module distribution and retrieval (process flow)		
2. Achievement of goals is recognized based on a collaboratively developed performance accountability system; gaps are addressed	Level 1	Performance accountability is practiced at the school level with 50% gaps addressed.	School Monitoring Evaluation & Adjustment (SMEA) <input type="checkbox"/> SMEA Committee <input type="checkbox"/> SMEA meetings with School Memorandum		
	Level 2	A community-level accountability system is evolving from school-led initiatives with 51-80% gaps addressed.	<input type="checkbox"/> Minutes of the meeting <input type="checkbox"/> ACR <input type="checkbox"/> SMEA Plan with:		

through appropriate action.	Level 3	A community-accepted performance accountability, recognition and incentive system is being practiced with 81-100% gaps addressed.	<input type="checkbox"/> Quarterly/Semestral SMEA Results <input type="checkbox"/> Report on Midyear Assessment and Year End Performance		
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3.The accountability system is owned by the community and is continuously enhanced to ensure that management structures and mechanisms are responsive to the emerging learning needs and demands of the community	Level 1	The school articulates the accountability assessment framework with basic components, including implementation guidelines to the 50% of stakeholders.	School Performance and Accomplishments <input type="checkbox"/> School Report Card (SRC) <input type="checkbox"/> State of the School Address (SOSA)		
	Level 2	51-80% of Stakeholders are engaged in the development and operation of an appropriate accountability assessment system.			
	Level 3	81-100% of School community stakeholders continuously and collaboratively review and enhance accountability systems' processes, mechanisms and tools.			
4. Accountability assessment criteria and tools, feedback mechanisms, and information collection and validation techniques and process are inclusive and collaboratively	Level 1	The school, with the participation of 50% stakeholders , articulates an accountability assessment framework with basic components, including implementation guidelines	Stakeholders' Recognition <input type="checkbox"/> Institutionalized School Recognition and Incentive System on: Internal stakeholders LEARNERS/TEACHERS/PARENTS <input type="checkbox"/> Criteria <input type="checkbox"/> School Memorandum <input type="checkbox"/> Quarterly Learners/Teachers/ Parents' Recognition <input type="checkbox"/> List of Awardees		
	Level 2	51-80% Stakeholders are engaged in the development and operation of an appropriate accountability assessment system			

developed and agreed	Level 3	81-100% Stakeholders continuously and collaboratively review and enhance accountability systems; processes, mechanisms and tools.	<input type="checkbox"/> Sample Certificates <input type="checkbox"/> Pictorials <input type="checkbox"/> ACR on the Awarding Activity External Stakeholders <input type="checkbox"/> ACR on stakeholders' Convergence <input type="checkbox"/> List of Awardees <input type="checkbox"/> Sample Certificate <input type="checkbox"/> Pictorials <input type="checkbox"/> Rubric/ Criteria Awards received by the students/Pupils and the School across governance levels (Division/ Region/National / International) <input type="checkbox"/> List of Awards <input type="checkbox"/> Sample Certificates <input type="checkbox"/> Pictorials		
5. Participatory assessment of performance is done regularly	Level 1	School initiates periodic performance assessments with the participation of the 50% stakeholders.	Feedback Mechanism <input type="checkbox"/> Feedback from Stakeholders regarding school policies		

with the community. Assessment results and lessons learned serve a basis for feedback, technical assistance, recognition and plan adjustment.	Level 2	Collaborative conduct of performance assessment informs planning, plan adjustments and requirements for technical assistance with 51-80% stakeholders participation.	<input type="checkbox"/> Feedback tools <input type="checkbox"/> Suggestion Box, Clients' Satisfaction Survey, Checklist from, Survey Questionnaire, Tracer Study Tool, Text Brigade		
	Level 3	School-community developed performance assessment is practiced and is the basis for improving monitoring and evaluation systems, providing technical assistance, and recognizing and refining plans with 81-100% stakeholders participation.	<input type="checkbox"/> Summary of Suggestions and actions taken <input type="checkbox"/> Survey Results, analysis and interventions		
TOTAL					
WEIGHTED MEAN (Total Score/5)					

FINDINGS:	RECOMMENDATIONS:
BEST FEATURES:	
Reviewed By:	Conformed by:
PSDS	School Head

VI. MANAGEMENT OF RESOURCES

INDICATOR	LEVEL OF PRACTICE		STANDARD MOV/ ARTIFACTS (mark J if present & x if none)	REMARKS	SCORE (No. of MOVs/Total No. of MOVs)
1. Regular resource inventory is collaboratively undertaken by learning managers, learning facilitators, and community stakeholders as basis for resource allocation and mobilization.	Level 1	50% of Stakeholders are aware that a regular resource inventory is available and is used as the basis for resource allocation and mobilization.	School Inventory Resources <input type="checkbox"/> Human Resources <input type="checkbox"/> Pupil/ Students Classroom Ratio <input type="checkbox"/> Teacher-Leamer Ratio <input type="checkbox"/> School Facilities <input type="checkbox"/> Seat-learner Ratio <input type="checkbox"/> Functional Library <input type="checkbox"/> Rooms <input type="checkbox"/> Furniture <input type="checkbox"/> Equipment <input type="checkbox"/> Technological Resources <input type="checkbox"/> JCT package/ e-classroom package <input type="checkbox"/> Internet Access <input type="checkbox"/> Electricity connection <input type="checkbox"/> WinS Assessment		
	Level 2	Resource inventory is characterized by regularity, with 51-80% of participation of stakeholders, and communicated to the community as the basis for resource allocation and mobilization.			
	Level 3	Resource inventories are systematically developed and with 81-100% stakeholders engagement in a collaborative process to make decision on resource allocation and mobilization.			
2. A regular dialogue for		50% Stakeholders participation in the	<input type="checkbox"/> Approved Work and		

<p>planning and resource programming, that is accessible and inclusive, continuously engage stakeholders and support implementation of community education plans</p>	<p>Level 1</p>	<p>development of an educational plan in resource programming, and in the implementation of the educational plan.</p>	<p>Financial Plan</p> <ul style="list-style-type: none"> <input type="checkbox"/> School Memorandum <input type="checkbox"/> Minutes of the Meeting <input type="checkbox"/> Attendance <input type="checkbox"/> Pictures 		
	<p>Level 2</p>	<p>51-80% Stakeholders are regularly engaged in the planning and resource programming, and in the implementation of the education plan.</p>	<p>School Plan and Resources</p> <ul style="list-style-type: none"> <input type="checkbox"/> Annual Procurement Plan <input type="checkbox"/> Human Resource Development Plan <input type="checkbox"/> Financial Management Development Plan <input type="checkbox"/> Technology Resource Improvement Plan <input type="checkbox"/> School Physical Development Plan <input type="checkbox"/> Physical Facilities Improvement of School <input type="checkbox"/> IGP Sustainability Plan <input type="checkbox"/> Resource Allocation and Mobilization Plan <input type="checkbox"/> School Site Titling 		
	<p>Level 3</p>	<p>81-100% Stakeholders collaborate to ensure timely and need-based planning and resource programming and support continuous implementation of the education plan.</p>			
<p>3. In place is a community-developed resource management system that drives appropriate behaviors of the stakeholders to ensure judicious, appropriate, and effective use of resources.</p>	<p>Level 1</p>	<p>50% of Stakeholders support judicious, appropriate, and effective use of resources.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Approved School Operating Budget (SOB) <input type="checkbox"/> School Memorandum 		
	<p>Level 2</p>	<p>51-80% of Stakeholders are engaged and share expertise in the collaborative development of resource management system.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Minutes of the Meeting <input type="checkbox"/> Attendance <input type="checkbox"/> Pictures 		
	<p>Level 3</p>	<p>81-100% of Stakeholders sustain the implementation and improvement of a collaboratively developed, periodically adjusted, and constituent- focused resource management system.</p>			
<p>4. Regular monitoring, evaluation, and reporting processes of resource</p>	<p>Level 1</p>	<p>50% of Stakeholders are invited to participate in the development and implementation of monitoring, evaluation, and reporting processes on resource management.</p>	<p>School Finance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Liquidation Report <input type="checkbox"/> Income Generating Project <input type="checkbox"/> Canteen Report <input type="checkbox"/> No Adverse COA Findings on MOOE Liquidation 		

management are collaboratively developed and implemented by the learning managers, facilitators and community stakeholders.	Level 2	51-80% of Stakeholders collaboratively participate in the development and implementation of monitoring, evaluation, and reporting processes on resource management.		
	Level 3	81-100% of Stakeholders are engaged, held accountable and implement a collaboratively developed system of monitoring, evaluation and reporting for resource management		
5. There is a system that manages the network and linkages which strengthen and sustain partnerships for improving resource management.	Level 1	An engagement procedure to identify and utilize partnerships with 50% stakeholders for improving resource management evident.	Social Mobilization and Networking System <input type="checkbox"/> Brigada Eskwela Report (Acknowledgement Receipt, Delivery Receipt, Pledges, Deed of Donations, MOA/MOUs) <input type="checkbox"/> Records of Donations with pictures <input type="checkbox"/> Inventory of projects given by stakeholders <input type="checkbox"/> Percentage of financial contribution from stakeholders and other partners <input type="checkbox"/> Financial Report of School PPAs <input type="checkbox"/> Barangay IRA <input type="checkbox"/> Report on the Barangay Assistance to schools <input type="checkbox"/> Innovations for the collective and judicious	
	Level 2	51-80% Stakeholders support a system of partnerships for improving resource management.		
	Level 3	An established system of partnership is managed and sustained by 81-100% stakeholders for continuous improvement of resource management.		

			utilization and transparent, effective and efficient resources and management system.		
			TOTAL		
WEIGHTED MEAN (Total Score/5)					

FINDINGS:	RECOMMENDATIONS:
BEST FEATURES:	
Reviewed By:	Conformed by:
PSDS	School Head

- References:
- DepEd Order 83, s. 2012
- RA 9155 BESRA
- RM 134, s. 2021
- RM 133, s. 2021