



Department of Education  
Region III

**DIVISION OF PAMPANGA**

High School Blvd., Brgy. Lourdes, City of San Fernando, Pampanga, 2000  
Website: [www.depedpampanga.com](http://www.depedpampanga.com) | Email: [pampanga@deped.gov.ph](mailto:pampanga@deped.gov.ph)  
Tel.: (045) 435-7404 | Fax: (045) 435-2728



**Division Memorandum**

No. 618, S. 2018


To : Asst. Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
District / Cluster SBM Coordinators  
All Others Concerned

From : **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

Subject : **SCHOOL-BASED MANAGEMENT VALIDATION TOOL, S.Y. 2017-2018**

Date : January 15, 2018

1. Pursuant to DepED Order No. 83, s. 2012, this office announces the gathering of data relative to the School Based Management (SBM) Level of Practice which will serve as basis for the provision of technical assistance to schools for effective and efficient delivery of educational services to stakeholders.
2. In line with the foregoing, all public elementary and secondary schools are requested to start preparing the necessary documents, records, and artifacts (S.Y. 2014-2015, 2015-2016, & 2016-2017) relative to the evaluation and validation of SBM level of practice for S.Y. 2017-2018.
3. Data gathered on the initial self-assessment of schools are to be analyzed for evidence and validated using the DOD (Documentary Analysis, Observation, & Discussion) process by the District / Cluster / Division SBM Coordinating Teams in April 2018.
4. Only the computation for the 40% DOD Validation (SBM assessment scores) of the four principles shall be included in the validation. Data on Performance Improvement or the Improvement of Learning Outcomes (60%) shall no longer form part of the evaluation.
5. The SBM Validation Tool can be accessed using the following link, for information and guidance: <http://deped.in/sbmvtoolSY1718>.
6. Immediate and wide dissemination of this Memorandum is enjoined.

  
**LEONARDO D. ZAPANTA, Ed.D., CESO VI**  
Officer – In – Charge  
Office of the Schools Division Superintendent