



Division Memorandum
 No. 324, s. 2019

TO: Concerned Public Schools District Supervisors
 School Heads of Dughan ES, Doña Carmen NHS, Lingig NHS, Cantilan NHS,
 Tagbina NHS

FROM: **MARILOU B. DEDUMO, Ph. D., CESO V**
 Schools Division Superintendent

DATE: July 23, 2019

SUBJECT: **INDICATIVE SCHEDULE OF THE CONDUCT OF DOCUMENT ANALYSIS,
 OBSERVATION AND DISCUSSION FOR SCHOOLS APPLYING FOR REGIONAL SBM
 VALIDATION**

1. In reference to the Regional Memorandum No. 357, series 2019 on the review of the Key Performance Indicators of the schools applying for validation of their SBM Level of Practices, this office would like to inform the following schools which qualify for the regional validation.
2. Based on paragraph 7 of regional Memorandum No. 67, s. 2019, only schools whose KPIs is within the range of 2.50 to 3.00 (Best/Advanced Level) shall be visited. Thus, after the review, these are the following schools in this division which will be validated on the specified date, to wit:

District	Schools	Date of Validation
Lingig I	Lingig National High School	August 13, 2019 AM
Barobo I	Dughan Elementary School	August 13, 2019 PM
Tagbina III	Doña Carmen National High School	August 14, 2019 AM
Tagbina I	Tagbina National High School	August 14, 2019 PM
Cantilan I	Cantilan National High School	August 15, 2019 AM

3. The validation shall include but not limited to asking questions, observation of classes, interviews with the stakeholders, roaming around the campus, and scrutiny of records. Therefore, the school may invite the different stakeholders to come and participate in the process.
4. During the school visit, the SBM Practices on the four principles shall be presented to the validators (simultaneous) including the Means of Verification (MOVs). Questions may be asked by the validators.
5. An Exit Conference will be held before the end of the visit. this is also the time for the provision of technical assistance (TA).
6. Strictly no suspension of classes. Only teachers directly involved in the DOD are enjoined to participate. For small schools, a mechanism may be design so that pupils/students are staying in their classrooms.
7. For information and guidance.