



Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF TANGUB CITY**  
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May 9, 2018

**DIVISION MEMORANDUM**

No. 116, s. 2018

**SBM SELF-ASSESSMENT**

To: Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Public Elementary and Secondary School Heads  
This Division

1. Pursuant to Regional Memorandum No. 213,s. 2018 **Submission of Applications on School-Based Management (SBM) Assessment Validation for Levels II and III**, this Office encourages all schools to conduct SBM-Self Assessment using the Contextualized Assessment Tool crafted by Division SBM Coordinators of the region.
2. Result of Self Assessment shall be submitted to this Office on or before May 18,2018 for further action.
3. Schools found to be qualified for levels II and III SBM Assessment Validation shall be endorsed by this office to the Regional Director. These schools shall prepare a letter of application address to the Regional Director c/o Chief Field Technical Assistance Division(FTAD), DepEd-Region X, Zone 1, Upper Balulang Cagayan de Oro City.
4. The letter of Application should be supported by the following documents:
  - 3.1 Duly filled-in SBM Assessment Validation Form duly signed by the Division SBM Coordinating Team and duly endorsed by the concerned Schools Division Superintendent to the Regional Office.
  - 3.2 Key Performance Indicators(KPIs) duly certified by the Division Planning Officer
5. Hard and soft copies of the letter of Application and the supporting documents shall be submitted to the Regional Office on or before May 30,2018. The submitted hard copies should be scanned and saved in an editable version in excel format and emailed at [depedftad10@gmail.com](mailto:depedftad10@gmail.com). Note: *Only applications with hard copies will be subjected for review for authenticity purposes by Regional SBM Coordinating Team.*
6. Applications received by the Regional Office later than the scheduled deadline shall undergo the same process the following year.
7. For more information, please contact Mr. Mario Esteban C. Arsenal, SEPS (M&E) through his contact number 09305176495/09359434397.
8. Immediate and wide dissemination of this Memorandum is highly enjoined.

J:   
**JEAN G. VELOSO**

Assistant Schools Division Superintendent  
OIC - Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects:

Processes      School Based Management      Systems      Technical Assistance

**Relevant, inclusive and liberating basic education builds a strong nation**