



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF NUEVA VIZCAYA

14 October 2024

DIVISION MEMORANDUM  
No. **451**, s. 2024

**SUBMISSION OF SCHOOL-BASED MANAGEMENT (SBM) SELF-ASSESSMENT  
CHECKLIST RESULT FOR SY 2024-2025**

To: Office of the Assistant Schools Division Superintendent  
School Governance and Operations Division Chief  
Curriculum Implementation Division Chief  
Public Schools District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads Concerned  
All others concerned

1. Cognizant to DepEd Order 007, s. 2024 re: **Policy Guidelines on the Implementation of the Revised School-Based Management System**, provide under V.D.1 on SBM Self-Assessment and for effective and timely provision of technical assistance, this Office, through the SGOD-School Management, Monitoring and Evaluation Section requests all schools to accomplish the **online** SBM Self-Assessment Checklist for SY 2024-2025 using the link: **<https://tinyurl.com/VizcayaSBMSelfAssessChecklist>** from October 21-25, 2024.
2. Schools' self-assessment shall be based on the documents gathered by the school. All District Supervisors shall ensure that all schools are conducting SBM Self-Assessment with their stakeholders.
3. Immediate dissemination of and compliance with this Memorandum are desired.

**ORLANDO E. MANUEL PhD., CESO V**  
Schools Division Superintendent



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya  
Telephone Nos.: (078) 362-0106, 09171589946  
Email Address: [nuevavizcaya@deped.gov.ph](mailto:nuevavizcaya@deped.gov.ph)  
Website: [www.deped-nv.com.ph](http://www.deped-nv.com.ph)

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## School-Based Management (SBM) Self-Assessment Checklist (DepEd Order 007, s. 2024)

The SBM Self-Assessment Checklist provides a comprehensive understanding of the status of continuous improvement in the various areas of school operation. The school assesses the six (6) SBM Dimensions and determines the degree of manifestation for each SMB Indicator. These indicators are listed as observable school practices and attainable learning outcomes. The extent to which the indicators are manifested described as follows: not yet manifested, rarely manifested, frequently manifested, and always manifested.

For the Declaration of the SBM Self-Assessment to be signed by the School Planning Team (SPT), kindly download the template here: <https://tinyurl.com/SBMSelfAssessDeclaration>.

It would be great if you can submit your response by **Oct 25, 2024**. Thank you!

\* This form will record your name, please fill your name.

### SCHOOL PROFILE



## 1. DISTRICT \*

- ☐ Alfonso Castaneda (20)
- ☐ Ambaguio
- ☐ Aritao East
- ☐ Aritao West
- ☐ Bagabag I
- ☐ Bagabag II
- ☐ Bambang I
- ☐ Bambang II
- ☐ Bayombong I
- ☐ Bayombong II
- ☐ Diadi
- ☐ Dupax del Norte I
- ☐ Dupax del Norte II
- ☐ Dupax del Sur
- ☐ Eastern Kayapa
- ☐ Kasibu East
- ☐ Kasibu West
- ☐ Quezon
- ☐ Santa Fe
- ☐ Solano I
- ☐ Solano II
- ☐ Villaverde
- ☐ Western Kayapa

## 2. SCHOOL CATEGORY \*

- ☐ Elementary
- ☐ Integrated School
- ☐ Secondary School

## 3. SCHOOL ID \*

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.....

4. **NAME OF SCHOOL \***

5. **OFFICIAL EMAIL ADDRESS OF THE SCHOOL \***

6. **NAME OF SCHOOL HEAD (LAST NAME, FIRSTNAME, MI) \***

## CURRICULUM AND TEACHING

School personnel and stakeholders work collaboratively to enhance learning standards to continually build a relevant and inclusive learning community and achieve improved learning outcomes

7. Read and understand carefully all the SBM Indicators under the **Curriculum and Teaching Domain** then tick the box that best describes your school. Whenever specific indicators are **NOT applicable**, the SBM Coordinator shall tick the **"Not Yet Manifested"** then provide an explanation in the Remarks (Indicator No.).\*

	Not Yet manifested	Rarely manifested	Frequently manifested	Always manifested
1. Grade 3 learners achieve the proficiency level for each cluster of early language, literacy, and numeracy skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Grade 6, 10, and 12 learners achieve the proficiency level in all 21st century skills and core learning areas in the National Achievement Test (NAT).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. School-based ALS learners attain certification as elementary and junior high school completers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Teachers prepare contextualized learning materials responsive to the needs of learners.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Teachers conduct remediation activities to address learning gaps in reading and comprehension, science and technology, and mathematics.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Teachers integrate topics promoting peace and DepEd core values.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The school conducts test item and analysis to inform its teaching and learning process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The school engages local industries to strengthen its TLE-TVL course offerings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 8. REMARKS \*

Kindly follow this format in providing the Remarks under each applicable indicator.  
REMARKS (Indicator No.): *your remarks here.*

Enter your answer

## LEARNING ENVIRONMENT

The school and its community work collaboratively to ensure equitable access to a learner-centered, motivating, healthy, safe, secure, inclusive, resilient and enabling learning environment and to achieve improved learning outcomes.

9. Read and understand carefully all the SBM Indicators under the **Learning Environment Domain** then tick the box that best describes your school. Whenever specific indicators are **NOT applicable**, the SBM Coordinator shall tick the **"Not Yet Manifested"** then provide an explanation in the Remarks (Indicator No). \*

	Not Yet manifested	Rarely manifested	Frequently manifested	Always manifested
9. The school has zero bullying incidence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. The school has zero child abuse incidence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. The school has reduced its drop out incidence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. The school conducts culture sensitive activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. The school provides access to learning experiences for the disadvantaged, OSYs, and adult learners	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. The school has a functional school-based ALS program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. The school has a functional child-protection committee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. The school has a functional DRRM plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. The school has a functional support mechanism for mental wellness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. The school has a special education- and PWD- friendly facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 10. REMARKS \*

Kindly follow this format in providing the Remarks under each applicable indicator:  
**REMARKS (Indicator No.): your remarks here.**

Enter your answer



## LEADERSHIP

School personnel and stakeholders are empowered and actively engaged in taking on appropriate leadership roles and responsibilities to continuously improve the school for improved learning outcomes.

11. Read and understand carefully all the SBM Indicators under the **Leadership Domain** then tick the box that best describes your school. Whenever specific indicators are **NOT applicable**, the SBM Coordinator shall tick the **"Not Yet Manifested"** then provide an **explanation in the Remarks (Indicator No).** \*

	Not Yet manifested	Rarely manifested	Frequently manifested	Always manifested
19. The school develops a strategic plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. The school has a functional school- community planning team	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. The school has a functional Supreme Student Government /Supreme Pupil Government	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. The school innovates in its provision of frontline services to stakeholders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 12. REMARKS \*

Kindly follow this format in providing the Remarks under each applicable indicator  
**REMARKS (Indicator No.): your remarks here.**

Enter your answer

## GOVERNANCE AND ACCOUNTABILITY

The school and its community come together to take responsibility for ensuring participation, transparency, and accountability, as well as the implementation of a plan to continuously improve the delivery of basic education services, organizational health, and performance for improved learning outcomes.

13. Read and understand carefully all the SBM Indicators under the **Governance and Accountability Domain** then tick the box that best describes your school. Whenever specific indicators are **NOT applicable**, the SBM Coordinator shall tick the **"Not Yet Manifested"** then provide an explanation in the Remarks (Indicator No). \*

	Not Yet manifested	Rarely manifested	Frequently manifested	Always manifested
23. The school's strategic plan is operationalized through an implementation plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. The school has a functional School Governance Council (SGC)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25. The school has a functional Parent-Teacher Association (PTA)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26. The school collaborates with stakeholders and other schools in strengthening partnerships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
27. The school monitors and evaluates its programs, projects, and activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
28. The school maintains an average rating of satisfactory from its internal and external stakeholders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 14. REMARKS \*

Kindly follow this format in providing the Remarks under each applicable indicator.

**REMARKS (Indicator No.):** *your remarks here.*

Enter your answer



## HUMAN RESOURCE AND TEAM DEVELOPMENT

School personnel collaborate to continuously improve individual capabilities and team capacity to create an environment that shall yield high performance for improved learning outcomes.

15. Read and understand carefully all the SBM Indicators under the **Human Resource and Team Development Domain** then tick the box that best describes your school. Whenever specific indicators are **NOT applicable**, the SBM Coordinator shall tick the **"Not Yet Manifested"** then provide an explanation in the Remarks (Indicator No). \*

	Not Yet manifested	Rarely manifested	Frequently manifested	Always manifested
29. School personnel achieve an average rating of very satisfactory in the individual performance commitment and review	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
30. The school achieves an average rating of very satisfactory in the office performance commitment and review	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
31. The school conducts needs- based Learning Action Cells and Learning & Development activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
32. The school facilitates the promotion and continuous professional development of its personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
33. The school recognizes and reward milestone achievements of its personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
34. The school facilitates receipt of correct salaries, allowances, and other additional compensation in a timely manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
35. Teacher workload is distributed fairly and equitability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 16. REMARKS \*

Kindly follow this format in providing the Remarks under each applicable indicator.  
**REMARKS (Indicator No.): your remarks here.**

Enter your answer

## FINANCE RESOURCE MANAGEMENT AND MOBILIZATION

The school judiciously manages and mobilizes resources to support programs, projects, and activities that contribute to the improvement of learning outcomes.

17. Read and understand carefully all the SBM Indicators under the **Finance Resource Management and Mobilization Domain** then tick the box that best describes your school. Whenever specific indicators are **NOT applicable**, the SBM Coordinator shall tick the "Not Yet Manifested" then provide an explanation in the Remarks (Indicator No). \*

	Not Yet manifested	Rarely manifested	Frequently manifested	Always manifested
36. The school inspects its infrastructure and facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
37. The school initiates improvement of its infrastructure and facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
38. The school has a functional library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
39. The school has functional water, electric, and internet facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
40. The school has a functional computer laboratory /classroom	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
41. The school achieves a 75-100% utilization rate of its Maintenance and Other Operating Expenses (MOOE)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
42. The school liquidates 100% of utilized MOOE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 18. REMARKS \*

Kindly follow this format in providing the Remarks under each applicable indicator.  
REMARKS (Indicator No.): your remarks here.

Enter your answer

### 19. DECLARATION OF SELF-ASSESSMENT \*

Kindly upload the scanned copy of the Declaration of the SBM Self-Assessment signed by the School Planning Team (SPT).

Upload file

File number limit: 1. Single file size limit: 10MB. Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio