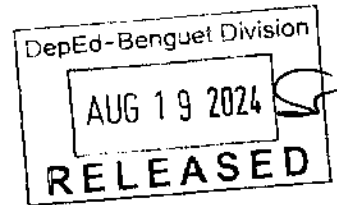




Republic of the Philippines
Department of Education
Schools Division of Benguet



15 August 2024

DIVISION MEMORANDUM

No. 276 s. 2024

To: Office of the Assistant Schools Division Superintendent
Chief Education Supervisors- SGOD and CID
Public Schools District Supervisors & Coordinating Principals
All School Heads, Teaching and Non-Teaching Personnel
All Others Concerned

CALL FOR SUBMISSIONS

SDO BENGUET IN F.O.C.U.S (Featuring Outstanding and Continuous Undertakings of Schools)- Recognition and Showcase of Best Practices Projects of Schools, Learning Centers, District and Division

1. The Schools Division of Benguet issues this Division Guidelines on submitting best practices which aims to account for all undertakings considered as best practices of schools, learning centers, districts, and divisions.
2. This guideline shall provide processes and concrete mechanisms for gathering and sharing best practices in the division aligned with the **Regional Memorandum No. 344 s. 2022** also known as Contextualized Policy on the Repository of School-Based Management (SBM) Best Practices in DepEd-CAR.
3. Immediate and widest dissemination of this memorandum is directed.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

sgod/smme



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GUIDELINES FOR REFERENCE

Title: **SDO BENGUET IN FOCUS**
(Featuring Outstanding and Continuous Undertakings of Schools)
 Recognition and Showcase of Emerging and Best Practices of
 Schools, Learning Centers, Districts, and Division

This guideline shall provide processes and concrete mechanisms for gathering and sharing best practices in the division aligned with the Regional Memorandum No. 344 s. 2022 also known as Contextualized Policy on the Repository of School-Based Management (SBM) Best Practices in DepEd-CAR.

Best Practices are innovative practices that through continued implementation prove to be effective in continuously improving organizational systems.

Categories:

Category	Sub-category
Level of Office	<ul style="list-style-type: none"> • Elementary • Junior High School • Senior High School • Integrated School • Alternative Learning Center • District Office • SDO Functional Division
Area of Best Practice	<ul style="list-style-type: none"> • Leadership and Governance • Curriculum and Instruction • Accountability and Continuous Improvement • Management of Resources • Mental Health, Resiliency, Well-being and Reproductive Health
Years of Implementation	From SY 2021-2022, SY 2022-2023, SY 2023-2024 <ul style="list-style-type: none"> • Promising (1 Year) • Validating (2 Years) • Exemplary (3 Years and above)





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Requirements to submit:

1. **Executive Summary.** The executive summary shall be in a concise paragraph (maximum of **500 words**) with the following contents in this order: **Title, Description, Objectives, Methodology, Results/Output, and Impact.** It shall conform to the following document format:
 - File Format: PDF
 - Paper Size: A4
 - Spacing: Single-spaced
 - Font style: Bookman Old Style
 - Font size: 11
 - Header and Footer: Official School/Division Header and Footer
2. **Audio-Visual Presentation (AVP).** The AVP shall follow the following format to ensure quality audio-video presentation:
 - Must have at least HD 720p (1280X 720 pixels)
 - Must be saved in MP4 Format.
 - Must have an introduction not exceeding 10 seconds.
 - Must have clear narration (no background noise, recording of narration must be made in a silent space/area)
 - Must consider transition timing and readability of texts/captions.
 - Must not exceed 5 minutes.
 - Must not use any copyrighted music
 - Must not use text-to-speech voice feature
 - Must avoid long blocks of text.
 - Must avoid flashy transitions (fade in, fade out transition is recommended)
 - May use overlays, green screens, sound and video fixes, storytelling, vlogging, and other elements and techniques for effective presentation.

Tip: For easier preparation, first draft a script, record narration of the set/and layout relevant images and video clips accordingly.
3. **Other Attachments/ Means of Verification**
 - a. Endorsement letter from PSDS/CPs (if Best Practice from Schools), Immediate Supervisor for SDO
 - b. Photocopy of Approved Proposal as Innovation, Project, or Activity
 - c. Photocopy of Completion Report
 - d. Photos/ Sample Output



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Assessment

All best practices and school banner projects shall be assessed on the following criteria by the Division Review and Evaluation Committee duly reviewed and recommended by the District Review and Evaluation Committee:

Criteria	Description
Rationale/Background	- Reflects- SBM (DO 83 s. 2012) - reflects the actual needs (identification of gaps/situational analysis) -based on facts/ data-driven
Objectives	The objectives should be specific, measurable, attainable, results-oriented and time bounded.
Methodology	-processes and procedures are properly aligned with objectives - responsiveness to the problem/identified needs or effective in addressing needs -efficient and cost-effective -implemented as planned
Modes of Verification-Monitoring and Evaluation (M&E)	-with M & E Plan -presence of M&E Reports
Progress Report	-submitted Progress report according to plan
Modes of Verification-Advocacies conducted	-presence of Advocacy Plan -pictorials during advocacy
Impact	-aligned with the SIP and AIP of the School -involvement of stakeholders, both internal and external
Accountability and Continuous Improvement	-M&E reports indicate that all identified objectives, tasks, or activities in the methodology/procedure were accomplished resulting to the improvement of process





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Checklist of Requirements

Level	Requirements			Remarks
	Executive Summary	AVP	MOVs	
School	/		/	
District	/	/	/	DREC will only require schools to submit their AVPs once endorsement is final
Division	/	/		
Region	/	/		For Exemplary Best Practices only

Composition of District Review and Evaluation Committee

Chairperson	Public Schools District Supervisor (PSDSs) /District In-charge
Core Team Members	1 School Head- Elementary School 1 School Head- Junior/Senior High School 1 School Head- Integrated School
Secretariat	1 Non-Teaching/ AO/ PDO

Composition of Division Review and Evaluation Committee

Chairperson	Sally L. Banaken-Ullalim CESO V, SDS
Co-Chairperson	Samuel T. Egsaen Jr., ASDS
Core Team Members	Lucio B. Alawas, CES- SGOD Rizalyn A. Guznian, CES- CID Florabel E. Buclay, AO V Florinda C. Pagoy, Accountant III Roselle Kristine D. Waguiz, Nurse II All PSDSs and Coordinating Principals All Section Heads District Review and Evaluation Committee
Focal Persons	Corazon C. Quipot, SEPS- SMME Joven B. Agtani, EPS II- SMME



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Schedule of Activities

Activity	Proposed Date/s
Release of Division Memorandum re: SDO Benguet in FOCUS	August 19, 2024
Deadline for Submission of Emerging and Best Practices to the District Offices	October 4, 2024
Review of District Review and Evaluation Committee	October 7-11, 2024
Deadline for Submission of Emerging and Best Practices to the Division Office	October 15, 2024
Review and Onsite Validation of Submitted Emerging and Best Practices by the Division Review and Evaluation Committee	October 16-18, 2024
Announcement of Recognized Emerging and Best Practices	October 25, 2024
Uploading of Emerging and Best Practices (Promising and Validating) through the Division SMME Portal	October 31, 2024
Endorsement of SDO to RO- Exemplary Best Practices	To be Announced
Awarding of Best Practices	To be Announced
Post Activity Evaluation Conference	To be Announced



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EXECUTIVE SUMMARY TEMPLATE

Title of Best Practice: _____
Area of Best Practice: _____
Category: _____
Years of Implementation: _____
Proponent: _____
Position: _____
School: _____
District: _____
Schools Division Office: _____

Summary

Prepared: (Proponent)

Reviewed: (Immediate Supervisor)



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