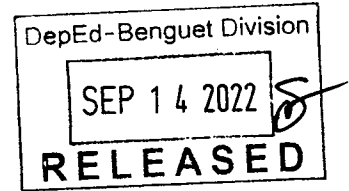




Republic of the Philippines
Department of Education
Schools Division of Benguet



09 September 2022

DIVISION MEMORANDUM

No. 292 s. 2022

TO: Chief SGOD and CID
 Public Schools District Supervisors & Coordinating Principals
 All School Heads, Teaching and Non-Teaching Personnel
 All Others Concerned

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

1. The Schools Division of Benguet issues this guideline on the submission of best practices and school banner projects which aims to account all undertakings considered as best practices of schools, learning centers, district and division.
2. This guideline shall provide processes and concrete mechanisms on gathering and sharing best practices in the division aligned with the Regional Memorandum No. 244 s. 2022 also known as Contextualized Policy on the Repository of School-Based Management (SBM) Best Practices in DepEd-CAR
3. Please be guided with the following schedules for your guidance and reference:

Deadline of Submission of Best Practices and School Banner Projects	October 07, 2022
Review and Onsite Validation of Submitted Best Practices and School Banner Projects by the Division Review and Evaluation Committee	October 10-21, 2022
Announcement of Recognized Best Practices and School Banner Projects	October 25, 2022
Uploading of Best Practices (Promising and Validating) and School Banner Projects through the Division SMME Portal	October 28, 2022
Endorsement of SDO to RO- Exemplary Best Practices	October 28, 2022
Awarding of Best Practices and School Banner Projects	December 2022 (during the SEDOE/SBM Congress/IYAMAN)



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4. Schools with School-Based Management Level 2 and Level 3 of Practice are highly encouraged to submit their best practices and school banner projects for possible benchmarking of other schools.

5. Immediate and widest dissemination of this memorandum is desired.


GLORIA B. BUYA-AO
Schools Division Superintendent

sgod/smme



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GUIDELINES

In reference to Regional Memorandum No. 244 s. 2022 re: Contextualized Policy on the Repository of School-Based Management (SBM) Best Practices in DepEd-CAR

Best Practices are innovative practices which through continued implementation proves 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 • 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 • Technical Assistance- Short Term or Long Term • Others
Years of Implementation	<p>From SY 2019-2020, SY 2020-2021, SY 2021-2022</p> <p>Promising (1 Year) Validating (2 Years) Exemplary (3 Years and above)</p>

Requirements to submit:

1. Executive Summary. The executive summary shall be in a concise paragraph (maximum of 500 words) which includes the following contents in this order: Title, Description, Objectives, Methodology, Results/Output, and Impact. It shall conform with the following document format:

- File Format: PDF
- Paper Size: A4
- Spacing: Single-spaced
- Font style: Bookman Old Style
- Font size: 11



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- 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 copyright 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 fix, storytelling, vlogging and other elements and techniques for effective presentation.
- Tip: For easier preparation, first draft a script, record narration the set/lay-out 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 for Best Practice
 - c. Photocopy of Completion Report
 - d. Photos/ Sample Output

School Banner Project encapsulates all existing undertakings (programs, projects, activities and initiatives) of schools which helps in realizing the objectives, mission, vision and core values of the school and agency in general.

Requirements to submit:

1. Executive Summary. The executive summary shall be in a concise description which includes the following contents in this order:
 - a. Project Description
 - b. Objectives
 - c. Delivery Mode (i.e. Face-to-face, blended etc)
 - d. Beneficiaries
 - e. Budgetary Requirements
 - f. Implementation Plan (Pre, Implementation Proper, and Post)
 - g. Monitoring and Evaluation
 - h. Plans for Improvement/ Ways Forward



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. It shall conform with the following document format:

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- Font style: Bookman Old Style
- Font size: 11
- Header and Footer: Official School/Division Header and Footer

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- May use overlays, green screens, sound and video fix, storytelling, vlogging and other elements and techniques for effective presentation.

Tip: For easier preparation, first draft a script, record narration the set/lay-out relevant images and video clips accordingly.

3. Other Attachments/ Means of Verification

- a. Endorsement letter from PSDS/CPs
- b. Photocopy of Approved School Banner Project
- c. Photocopy of Completion Report
- d. Photos

Assessment

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

Criteria	Description
Rationale/Background	- Reflects- SBM (DO 83 s. 2012) - reflects the actual needs (identification of gaps/situational analysis)



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	-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

Composition of Division Review and Evaluation Committee

Chairperson Gloria B. Buya-ao, SDS
 Co-Chairperson Carmel F. Meris, OIC-ASDS
 Focal Persons Joven B. Agtani, EPS II- SMME
 Cliftone K. Bangse-il, PDO I

Core Team Members
 Lucio B. Alawas, CES- SGOD
 Rizalyn A. Guznian, CES- CID
 Glenn N. Duguis, AO V
 Florabel E. Buclay, AO V
 Florinda C. Pagoy, Accountant III
 All Section Heads

Secretariat Greg F. Garcia & Rebeca J. Visaya



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Enclosure No. 1 Executive Summary Template- Best Practice

EXECUTIVE SUMMARY TEMPLATE

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

Summary

Large empty rectangular box for writing the summary.



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Enclosure 2 Executive Summary- School Banner Project

EXECUTIVE SUMMARY- SCHOOL BANNER PROJECT

Title _____
Proponent: _____
Position: _____
School: _____
District: _____
Schools Division Office: _____

Summary

- A. Project Description
- B. Objectives
- C. Delivery Mode (i.e. Face-to-face, blended etc)
- D. Beneficiaries
- E. Budgetary Requirements
- F. Implementation Plan (Pre, Implementation Proper, and Post)
- G. Monitoring and Evaluation
- H. Plans for Improvement/ Ways Forward



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