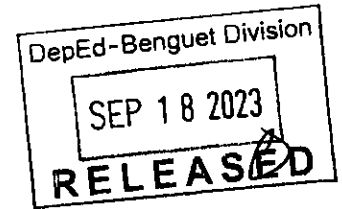




Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet



15 September 2023

**DIVISION MEMORANDUM**

No. 336 s. 2023

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 the submission of 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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**Department of Education**  
Schools Division of Benguet

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SCHOOL GOVERNANCE AND OPERATIONS DIVISION  
SCHOOL MANAGEMENT, MONITORING AND EVALUATION (SMME)

## **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

Since 2022



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**GUIDELINES FOR REFERENCE**

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"><li>• Elementary</li><li>• Junior High School</li><li>• Senior High School</li><li>• Integrated School</li><li>• Alternative Learning Center</li><li>• District Office</li><li>• SDO Functional Division</li></ul>
Area of Best Practice	<ul style="list-style-type: none"><li>• Leadership and Governance</li><li>• Curriculum and Instruction</li><li>• Accountability and Continuous Improvement</li><li>• Management of Resources</li><li>• 5 Pillars of BEDP Results Framework</li></ul>
Years of Implementation	From SY 2020-2021, SY 2021-2022, SY 2022-2023 <ul style="list-style-type: none"><li>• Promising (1 Year)</li><li>• Validating (2 Years)</li><li>• Exemplary (3 Years and above)</li></ul>



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**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 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 for Best Practice
- 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	<ul style="list-style-type: none"><li>- Reflects- SBM (DO 83 s. 2012)</li><li>- reflects the actual needs (identification of gaps/situational analysis)</li><li>-based on facts/ data-driven</li></ul>
Objectives	The objectives should be specific, measurable, attainable, results-oriented and time bounded.
Methodology	<ul style="list-style-type: none"><li>-processes and procedures are properly aligned with objectives</li><li>- responsiveness to the problem/identified needs or effective in addressing needs</li><li>-efficient and cost-effective</li><li>-implemented as planned</li></ul>
Modes of Verification-Monitoring and Evaluation (M&E)	<ul style="list-style-type: none"><li>-with M &amp; E Plan</li><li>-presence of M&amp;E Reports</li></ul>
Progress Report	-submitted Progress report according to plan
Modes of Verification-Advocacies conducted	<ul style="list-style-type: none"><li>-presence of Advocacy Plan</li><li>-pictorials during advocacy</li></ul>
Impact	<ul style="list-style-type: none"><li>-aligned with the SIP and AIP of the School</li><li>-involvement of stakeholders, both internal and external</li></ul>
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)  
   /Coordinating Principals  
 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

**Composition of Division Review and Evaluation Committee**

Chairperson                      Sally L. Banaken-Ullalim CESO V, SDS  
 Co-Chairperson                Carmel F. Meris, OIC-ASDS  
 Core Team Members  
   Lucio B. Alawas, CES- SGOD  
   Rizalyn A. Guznian, CES- CID  
   Florabel E. Buclay, AO V  
   Florinda C. Pagoy, Accountant III  
   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  
 Secretariat                        Cliftone K. Bangse-il, PDO I



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**Schedule of Activities**

<b>ACTIVITY</b>	<b>DATE</b>
Orientation and Technical Assistance (TA) of District and Division Review Evaluation Committee in the Conduct of SDO Benguet in FOCUS	September 15, 2023
Deadline for Submission of Best Practices to the District Offices	October 6, 2023
Review and TA of Submitted Best Practices	October 9-13, 2023
Deadline for Submission of Best Practices to the Division Office	October 18, 2023
Review and Onsite Validation of Submitted Best Practices by the Division Review and Evaluation Committee	October 19-20, 2023
Announcement of Recognized and Best Practices	October 23, 2023
Uploading of Best Practices (Promising and Validating) and School Banner Projects through the Division SMME Portal	October 27, 2023
Endorsement of SDO to RO- Exemplary Best Practices	To be Announced- sometime in November
Awarding of Best Practices and School Banner Projects	To be Announced- sometime in November



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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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**Review Form of DREC- Executive Summary**

Project Title: \_\_\_\_\_  
Name/s of Proponents: \_\_\_\_\_  
Level of Best Practice \_\_\_\_\_  
Area/s of Best Practice \_\_\_\_\_  
Years of Implementation: \_\_\_\_\_

Source/Reference	Observations	Suggestions	Remarks

*Evaluated by: District/ Division Review and Evaluation Committee*



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