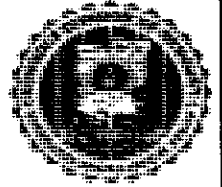




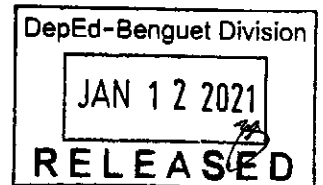
Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet



DIVISION MEMORANDUM No. 09 S. 2021

**To: All SDO Benguet Personnel
School Heads and Teachers in Public Elementary and Secondary Schools
All Others Concerned**

From: BENILDA M. DAYTACA EdD, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



**Subject: Conduct of Integrated Monitoring and Evaluation System (IMES), Focused on
Assessment SBM Level of Practice**

Date: January 4, 2021

1. In line with the overall thrust of SDO Benguet to continuously improve the delivery of quality basic education, the IMES that has been institutionalized as one of the best practices of this Division since 2010 will be conducted focusing on assessment of SBM level of practice.
2. The composition of the IMES Team is as follows:

IMES Management Over-all Chairperson: Benilda M. Daytaca, EdD, CESO VI

Vice Over-all Chairperson: Samuel T. Egsaen, Jr., EdD

Chairperson on Curriculum and Instruction: Rizalyn A. Guznian, EdD

Chairperson on School Management and Governance: Lucio B. Alawas

General Secretariat: Ceasar Luma-ang and SMME Section

District Team Leaders and Coordinators: PSDSs/ DCPs

Team Members:

- 1 Atok Francis Peckley, Nerissa Barbosa, Jeanette Kiong, Finance personnel
- 2 Bakun Francis Peckley, Ceasar Luma-ang, Marcelino Samonte, Jovelyn Langpawen
- 3 Bokod Erlinda Quinuan, Corazon Quipot, Kenneth Kelcho, Jamilla Morris
- 4 Buguias Tito Bestre, Joan Bumanghat, Finance personnel
- 5 Itogon 1 Macarthy Malanes, Elmer Sagubo, May Claire Jimenez, Finance personnel
- 6 Itogon 2 Macarthy Malanes, Elmer Sagubo, May Claire Jimenez, Finance personnel
- 7 Kabayan Sonia Dupagan, Corazon Quipot, Kenneth Kelcho, Jamilla Morris
- 8 Kapangan Rose Anapen, Stephen Bulalin, Abraham Ulep, Finance personnel
- 9 Kibungan Merlyn de Guzman, Xylene Kinomis, Joven Agtani, Finance personnel
- 10 La Trinidad Wilfred Bagsao, Joan Bumanghat, Jovelyn Langpawen
- 11 Mankayan Samuel Ayangdan, Xylene Kinomis, Joven Agtani, Finance personnel
- 12 Sablan Merlyn de Guzman, Ceasar Luma-ang, Marcelino Samonte, Beverly Shane Berting
- 13 Tuba Wilfred Bagsao, Stephen Bulalin, Abraham Ulep, Beverly Shane Berting
- 14 Tublay Warden Baltazar, Nerissa Barbosa, Jeanette Kiong, Finance personnel

3. Each team is requested to coordinate with the other section offices and prepare their itinerary of travel. In case a team member cannot join the schools visit, the section head must assign a replacement.

4. Attached are the following enclosures for your reference.
 - Enclosure 1: Roles and Responsibilities of IMES team
 - Enclosure 2: SBM Assessment tool
 - Enclosure 3: Priority list of schools to be visited for the month of January 2020

5. Immediate and wide dissemination of this memorandum is requested.

Roles and Responsibilities of IMES Team

NAME/POSITION	DESIGNATION	FUNCTION
Public Schools District supervisor	Team Leader	<ul style="list-style-type: none"> • Lead in the M&E of schools' SBM Level of practice through validation of their documents and outputs to determine areas for development and possible provision of technical assistance to improve school performance.
SGOD Personnel	Member	<ul style="list-style-type: none"> • Assist in the M&E of schools' SBM Level of practice through validation of their documents and outputs to determine areas for development and possible provision of TA to improve school performance. • Specifically, to assess implementation of programs, projects, and activities related to School governance and operations (i.e. DRRM, WASH, Health and nutrition, <i>Brigada Eskwela</i>, INSETs, networking & linkages, research, etc.)
CID Personnel	Member	<ul style="list-style-type: none"> • Assist in the M&E of schools' SBM Level of practice through validation of their documents and outputs to determine areas for development and possible provision of TA to improve school performance. • Specifically, to assess implementation of programs, projects, and activities related to Curriculum and instruction
Finance and Accounting personnel	Member	<ul style="list-style-type: none"> • Assist in the M&E of schools' SBM Level of practice through validation of their documents and outputs to determine areas for development and possible provision of TA to improve school performance. • Specifically, to assess implementation of programs, projects, and activities related to management of resources
Ceasar B. Luma-ang and SMME unit	Secretariat	<ul style="list-style-type: none"> • In-charge of over-all documentation

SBM Assessment tool

Name of School: _____ Date of validation: _____
 Name of School Head: _____ Name of SBM Coordinator: _____

Part 1. Improvement of Learning Outcomes (60%)

Performance Indicator	Rating level(1,2, or 3) x %	Comments/Suggestions/Recommendations/Observations
A. ACCESS (10%) 1. % Attendance		
B. EFFICIENCY (40%) 1. Participation Rate 2. Drop-out Rate 3. Failure Rate 4. Completion Rate 5. Repetition Rate 6. Promotion Rate		
C. QUALITY (50%) 1. MPS based on GA of learners		
Total Rating		

Part 2. Validated Practices Using the DOD (Document Analysis-Observation-Discussion) 40%

DIMENSIONS	Rating (# of indicators/total score x %)	Comments/Suggestions/Recommendations/Observations
A. Leadership and Governance (30%)		
B. Curriculum and Instruction (30%)		
C. Accountability and Continuous Improvement(25%)		
D. Management of Resources (15%)		
Total Rating		

Validated by:

Respondent:

 IMES Team Leader

 IMES Member

 IMES Member

 School Head

 SBM Coordinator

Enclosure 3 of DM no. ____s. 2021

Priority list of schools to be visited for the month of January 2020

DISTRICT	SCHOOL	DISTRICT	SCHOOL
ATOK	Felomina Cating ES	KABAYAN	Eddet ES
ATOK	Naguey ES	KAPANGAN	Datakan IS
ATOK	Camp 30 ES	KAPANGAN	Balakbak ES
ATOK	Camp 30 NHS	KAPANGAN	Kapangan CS
ATOK	Pontino ES	KAPANGAN	Lomon ES
BAKUN	Ampusongan ES	KAPANGAN	GBDAIS-main
BAKUN	Bagtangan ES	KAPANGAN	Kapangan CNHS
BAKUN	Bakun CS	KAPANGAN	Kapangan NHS
BAKUN	Palidan ES	LA TRINIDAD	BeNHS-Alno Annex
BAKUN	Talbino ES	LA TRINIDAD	Beckel ES
BOKOD	Bokod NHS	LA TRINIDAD	Longlong ES
BOKOD	Ambuklao ES	LA TRINIDAD	Wangal ES
BOKOD	Bokod CS	SABLAN	Omas Ampaguey ES
BOKOD	Karao ES	SABLAN	Jose Gonzales ES
BUGUIAS	Abatan ES	SABLAN	Talete MG
BUGUIAS	Buguias CS	SABLAN	Sablan NHS-Balluay extension
BUGUIAS	Loo NHS	TUBA	Kabuyao ES
BUGUIAS	Sinipsip ES	TUBA	Evelio Javier MNHS-main
BUGUIAS	Calamagan ES	TUBA	Twin Peaks NHS
ITOGON I	Loacan NHS	TUBLAY	Albis ES
ITOGON I	Loacan ES	TUBLAY	Ceriaco-Magno ES
ITOGON I	Tuding ES	TUBLAY	Baayan ES
ITOGON II	Acupan ES	TUBLAY	Paoad ES
ITOGON II	Fianza ES		
ITOGON II	Fianza MNHS		
ITOGON II	Acupan ES		
ITOGON II	Binga ES		
ITOGON II	Binga NHS		