



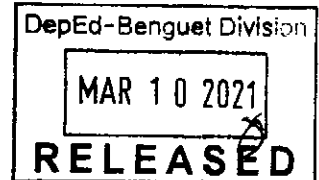
Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

March 08, 2021

**DIVISION MEMORANDUM**

No: 70 s. 2021

Subject: **SUBMISSION OF QUARTERLY REPORTS**



To: CID and SGOD Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 All School Heads  
 SDO Employees Concerned

1. Pursuant to Regional Memorandum No. 079 s. 2021 and RA No. 9155 or the Governance of Basic Education Act of 2001 and DepED Order 83 s 2021, re: Implementing Guidelines on the Revised School Based Management (SBM) Framework, Assessment Processes and Tool (APAT) and guide the schools in the assessment of their management level of practices, The Division Office through School Management Monitoring and Evaluation (SMME) requests the School Heads, Public Schools Division Supervisors, Education Program Supervisors and Functional Unit/Section Heads to submit the following forms for the Calendar Year 2021.
2. School heads/ Section Heads shall submit the required forms to the District heads/Division Heads and the district heads/division heads shall forward to SMME for consolidation.
3. Schedule of submission is as follows:

Reports	Person-in-Charge	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
<b>Form 1- List of Issues/Hindering Factors</b>	<b>A. School Heads to PSDSs/CPs</b> <b>B. Unit Heads to Division Heads</b>	March 10	April 5	June 25	September 30
	District Heads to SDO-SMME	March 12	April 12	July 02	October 07
	<b>A. School Heads to PSDSs/CPs</b>	March 5	April 5	June 25	September 30







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<b>Form 2- Technical Assistance/Intervention Plan</b>	<b>B. Unit Heads to Division Heads</b>				
	District Heads to SDO-SMME	March 12	April 12	July 02	October 07
<b>Form 3- Quarterly Completion/Accomplishment Report</b>	<b>A. School Heads to PSDSs/CPs</b>	April 5	June 25	Sept 30	December 28
	<b>B. Unit Heads to Division Heads</b>				
<b>Form 4-Quarterly Catch-up Plan</b>	District Heads to SDO-SMME	April 12	July 2	October 7	Jan 05, 2022
	<b>A. School Heads to PSDSs/CPs</b>	April 5	June 25	Sept 30	Dec 28
	<b>B. Unit Heads to Division Heads</b>				
	District Heads to SDO-SMME	April 12	July 2	Oct 07	Jan 05, 2022

4. Reports must follow the attached templates. You can also submit your report on gsheets with the link: [https://docs.google.com/spreadsheets/d/1-6mB\\_1RcTKEf9-wBKGH9\\_BK5h4Kjj19zXmhurCFkkKI/edit#gid=471008001](https://docs.google.com/spreadsheets/d/1-6mB_1RcTKEf9-wBKGH9_BK5h4Kjj19zXmhurCFkkKI/edit#gid=471008001)

5. For inquiries, you may contact SMME Personnel- [corazon.quipot@deped.gov.ph](mailto:corazon.quipot@deped.gov.ph) and [joven.agtani@deped.gov.ph](mailto:joven.agtani@deped.gov.ph).

6. Immediate dissemination and strict compliance of this memorandum is desired.

**GLORIA B. BUYA-AY**  
Schools Division Superintendent



Address: Wangal, La Trinidad, Benguet  
Telephone Number: (074) 422-6570  
Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
Facebook Page: DepEd Tayo Benguet

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