



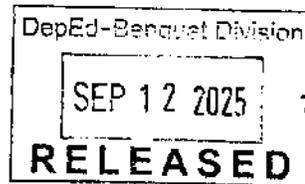
Republic of the Philippines
Department of Education
Schools Division of Benguet

11 September 2025

DIVISION MEMORANDUM

No. 391 s. 2025

TO: Chief SGOD and CID
Public Schools District Supervisors & Coordinating Principals
School Administrators/ Heads of Private Schools
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)- YEAR 3- A Showcase of Best Practices of Schools, Learning Centers, Districts, and Division

1. The Schools Division of Benguet issues this guideline on the submission of best practices, which aims to account for all undertakings considered as best practices of schools, both public and private, 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. 244. 2022 is also known as Contextualized Policy on the Repository of School-Based Management (SBM) Best Practices in DepEd-CAR.
3. Please be guided by the enclosed guidelines for reference.
4. Immediate and widest dissemination of this memorandum is desired.

ESTELA P. LEON-CARIÑO EdD, CESO III
Regional Director and
Concurrent Officer in Charge
Schools Division Superintendent

For the RD & Concurrent OIC-OSDS:

SAMUEL T. ESGAEN, Jr. EdD CESO VI
Assistant Schools Division Superintendent

sgod/smme



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Enclosure to SDO Memo No. 391 s. 2025

GUIDELINES

Title: SDO BENGUET IN F.O.C.U.S (Featuring Outstanding and Continuous Undertakings of Schools)-A Showcase of Best Practices of Schools, Learning Centers, Districts, and Division

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 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 • Alternative Learning Center • Integrated Schools • District Office • SDO Functional Division • Private Schools
Area of Best Practice	<ul style="list-style-type: none"> • Curriculum and Teaching- School personnel and stakeholders work collaboratively to enhance learning standards to continually build a relevant and inclusive learning community and achieve improved learning outcomes. • Learning Environment- The school and its community work collaboratively to ensure equitable access to a learner-centered, motivating, healthy, safe, secure, inclusive, resilient, and enabling learning environment and to achieve improved outcomes. • Leadership- School, personnel and stakeholders are empowered and actively engaged in taking on appropriate leadership roles and responsibilities to continuously



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	<p>improve the school for improved learning outcomes.</p> <ul style="list-style-type: none"> • Governance and Accountability- The school and its community come together to take responsibility for ensuring participation, transparency, and accountability, as well as the implementation of a plan to continuously improve the delivery of basic education services, organizational health and performance for improved learning outcomes. • Human Resource and Team Development- School personnel collaborate to continuously improve individual capabilities and team capacity to create an environment that shall yield high performance for improved outcomes. • Finance and Resource Management and Mobilization- The school judiciously manages and mobilizes resources to support programs, projects and activities that contribute to the improvement of learning outcomes.
Years of Implementation	<p>Implemented Projects from SY 2022-2023, 2023-2024, 2024-2025</p> <p>Exemplary (3 Years of Continuing Implementation)</p>

Requirements to submit:

1. **Executive Summary.** The executive summary shall be in a concise paragraph (maximum of 50 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 that is no longer than 10 seconds.



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- Must have an introduction that is no longer than 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 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, 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 (for Public Schools only), for Private Schools- cover letter addressed to SDS
- b. Photocopy of Approved Proposal
- c. Photocopy of Completion Report
- d. Photos/ Sample Outputs/other MOVs

Assessment

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

Criteria	Description
Rationale/Background	- Reflects- SBM DO 007 s. 2024 - 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



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	-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

Schedule of Activities:

Activity	Date
Submission to the Division Office Documentary Requirements shall be duly received by the SDO-Records on or before the deadline while the AVP shall be uploaded to this drive following the File name template- (Name of School_District) https://tinyurl.com/2025INFOCUS	On or before October 15, 2025 
Assessment, Review and Onsite Validation	October 20-24, 2025
Announcement of Best Practices	October 30, 2025
Awarding Ceremonies*	During SEDOE

*Certificates of Participation and/or Recognition shall be given to all submitted entries. All entries shall be uploaded to the SMME Online Portal- Repository.



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Composition of Division Review and Evaluation Committee

Chairperson ASDS Samuel T. Egsaen Jr
Co-Chairperson CES Lucio B. Alawas
 CES Aladin M. Dobinto
Focal Persons Corazon C. Quipot, SEPS- SMME
 Joven B. Agtani, EPS II- SMME
Core Team Members
 Jardson S. Onio, EPS
 Macarthy B. Malanes, EPS
 Florabel E. Buclay, AO V
 Ceasar B. Luma-ang, EPS
 Xylene Grail D. Kinomis, SEPS-HRD
 Stephen P. Bulalin, SEPS-P&R
 Nerissa I. Barbosa, PDO II
 Jenny T. Bacquian, PDO I



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Enclosure No. 1 Executive Summary Template- Best Practice

EXECUTIVE SUMMARY TEMPLATE

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

Summary

Prepared:

Certified and Approved:

Proponent

School Head/ Immediate Head



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