



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 092 s. 2026

January 27, 2026

**IMPLEMENTATION OF SCHOOL ORGANIZATIONAL DIAGNOSIS THROUGH THE CONDUCT OF
THE SBM LEADERSHIP TRAINING NEEDS SURVEY**



To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Elementary and Secondary School heads
All Others Concerned

1. This Office, through the Schools Governance and Operation Division, acknowledges DM-OUHROD-2006-0149 titled **IMPLEMENTATION OF SCHOOL ORGANIZATIONAL DIAGNOSIS THROUGH THE CONDUCT OF THE SBM LEADERSHIP TRAINING NEEDS SURVEY**. The details of this Memorandum as provided by the Central Office is self-explanatory.

2. However, the key guidelines are reiterated below to highlight important points for proper compliance.

- 2.1 The conduct of the SBM Leadership Training Needs Survey effective upon the issuance of this Memorandum until **February 9, 2026**.
- 2.2 The Google Survey Form can be accessed at tinyurl.com/SBMFY26-SurveyForm.
- 2.3 The school head is tasked to complete the survey. In cases where a school head oversees more than one public school, only one survey form must be submitted.
- 2.4 The respondents must ensure that all basic school information provided in the survey is accurate and complete.
- 2.5 Multiple submissions are not allowed. Respondents are expected to carefully review their answers before submitting the survey form.
- 2.6 If possible, only DepEd email addresses (personal & school accounts) should be used for this purpose.

3. For details, attached are the said communications.

For: 
WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent 

[DM-OUHROD-2026-0149] IMPLEMENTATION OF SCHOOL ORGANIZATIONAL DIAGNOSIS THROUGH THE CONDUCT OF THE SBM LEADERSHIP TRAINING NEEDS SURVEY

From Office of the Undersecretary for Human Resource and Organizational Development (OUHROD) <usec.hrod@deped.gov.ph>

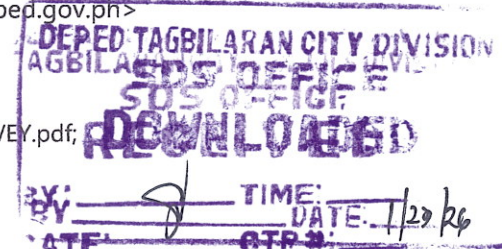
Date Fri 1/23/2026 3:55 PM

To DEPED I ILOCOS REGION <region1@deped.gov.ph>; DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>; DEPED III CENTRAL LUZON <region3@deped.gov.ph>; DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>; MIMAROPA REGION <mimaropa.region@deped.gov.ph>; DEPED V BICOL REGION <region5@deped.gov.ph>; DepEd VI Western Visayas <region6@deped.gov.ph>; DepEd Region VII Central Visayas <region7@deped.gov.ph>; REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>; DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>; DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>; DEPED XI DAVAO REGION <region11@deped.gov.ph>; DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>; DEPED REGION XIII CARAGA <caraga@deped.gov.ph>; DEPED CORDILLERA ADMINISTRATIVE REGION <car@deped.gov.ph>; DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>; Negros Island Region (NIR) <nir@deped.gov.ph>; Tolentino Aquino <tolentino.aquino@deped.gov.ph>; Benjamin Paragas <benjamin.paragas@deped.gov.ph>; Ronnie Mallari <ronnie.mallari@deped.gov.ph>

Cc Office of the Secretary <osec@deped.gov.ph>; BHROD School Effectiveness Division <bhrod.sed@deped.gov.ph>; Rizza Buiza <rizza.buiza@deped.gov.ph>; Janzen Alarcio <janzen.alarcio@deped.gov.ph>; Andrea Lim <andrea.lim002@deped.gov.ph>; MOHAMMAD KHALID GUNTING <mohammadkhalid.gunting@deped.gov.ph>; Adrian Conti <adrian.conti@deped.gov.ph>; Sharon Ayala <sharon.ayala@deped.gov.ph>; Rachel Malate <rachel.malate001@deped.gov.ph>; Sonia Sobremisana <sonia.sobremisana@deped.gov.ph>; Leona Victoria Teves <leona.teves@deped.gov.ph>; Myrben Paul Baclig <myrben.baclig@deped.gov.ph>; Marck Eric Jhon Esole <marck.esole@deped.gov.ph>

1 attachment (435 KB)

[OM-OUHROD-2026-0149] CONDUCT OF THE SBM LEADERSHIP TRAINING NEEDS SURVEY.pdf



Dear **REGIONAL DIRECTORS, SCHOOLS DIVISION SUPERINTENDENTS, FIELD TECHNICAL ASSISTANCE DIVISION CHIEFS, SCHOOL GOVERNANCE AND OPERATIONS DIVISION CHIEFS, REGIONAL AND DIVISION SBM COORDINATORS and ALL OTHERS CONCERNED,**

The Department of Education (DepEd) recognizes the critical role of competent school heads in fostering effective and high-performing public schools. As primary leaders of their respective institutions, school heads are entrusted with various responsibilities that require continuous enhancement and development of their leadership competencies.

With the official issuance of **DepEd Order No. 007, s. 2024**, or the *Policy Guidelines on the Implementation of the Revised School-based Management (SBM) System*, the Department has provided an opportunity for a simplified and strengthened understanding and application of SBM. The abovementioned policy emphasizes foundational principles designed to guide and support the daily operations of public schools, ensuring alignment with the intended framework for school governance and management.

Through the lens of organizational development, the Office of the Undersecretary for Human Resource and Organizational Development and Infrastructure (OUHRODI) aims to gather grassroots-level information on the leadership training needs of school heads as part of its

organizational diagnosis. This initiative shall allow the Department to comprehensively identify the scope of needs, prioritize training interventions, and establish a structured framework for capacity-building programs tailored to SBM leadership.

To advance this objective, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) shall conduct the SBM Leadership Training Needs Survey effective upon issuance of this Memorandum until February 9, 2026.

The guidelines to ensure the proper and orderly administration of the survey are as follows:

1. The FTAD and SGOD shall ensure the proper dissemination of this Memorandum.
2. The Google Survey Form can be accessed at tinyurl.com/SBMFY26-SurveyForm.
3. The school head is tasked to complete the survey. In cases where a school head oversees more than one public school, only one survey form must be submitted.
4. The respondent must ensure that all basic school information provided in the survey is accurate and complete.
5. Multiple submissions are not allowed. Respondents are expected to carefully review their answers before submitting the survey form.
6. If possible, only DepEd email addresses (personal and school accounts) should be used and declared for this purpose.

For clarifications and inquiries, you may contact BHROD-SED via email at bhrod.sed@deped.gov.ph or by telephone at (02) 8633-5397.

For guidance and compliance.



Office of the Undersecretary for Human Resource
and Organizational Development (OUHROD)
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DEPARTMENT OF EDUCATION
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Jan 21, 2026
 SED-DM-2026-22
 By: R Malate 10:05 am



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2026-0149

**TO : REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS
 FIELD TECHNICAL ASSISTANCE DIVISION, CHIEFS
 SCHOOL GOVERNANCE AND OPERATIONS DIVISION, CHIEFS
 REGIONAL AND DIVISION SBM COORDINATORS
 ALL OTHERS CONCERNED**

ATTENTION : ALL PUBLIC SCHOOL HEADS

FROM : WILFREDO E. CABRAL
 E-signed by
 Wilfredo Cabral
 1/20/2026, 4:36:20 PM
*Undersecretary for Human Resource and Organizational
 Development and Infrastructure*

**SUBJECT : IMPLEMENTATION OF SCHOOL ORGANIZATIONAL DIAGNOSIS
 THROUGH THE CONDUCT OF THE SBM LEADERSHIP
 TRAINING NEEDS SURVEY**

DATE : January 23, 2026

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Through the lens of organizational development, the Office of the Undersecretary for Human Resource and Organizational Development and Infrastructure (OUHRODI)



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|----------------|-------------|------|--------|
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| Effectivity | 09.20.21 | Page | 1 of 2 |



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For guidance and compliance.

**Copy furnished:
Office of the Secretary, Department of Education**