



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

SGOD- 2026- 109

June 18, 2026

**DISSEMINATION AND IMPLEMENTATION OF DEPED ORDER NO.007, S.2024
(POLICY GUIDELINES ON THE IMPLEMENTATION OF THE
REVISED-SCHOOL-BASED MANAGEMENT SYSTEM)
USING THE REGION VII SBM TOOLS**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
All Education Program Supervisors
All Public Elementary Secondary School Principals
All Other Concerned

1. Pursuant to Regional Memorandum No. 0523, s. 2026 this Office, through the Schools Governance Operation Division hereby disseminates this Regional Memorandum titled: ***Dissemination and Implementation of DepEd Order No. 007, s. 2024 (Policy Guidelines on the Implementation of The Revised-School-Based Management System) Using Region VII SBM Tools.***
2. All public elementary and secondary school heads are directed to familiarize themselves with the provisions of the said memorandum and ensure compliance with the guidelines and requirements contained therein.
3. The Division SBM Team shall provide the necessary technical assistance and monitor the implementation of this undertaking.
4. For immediate dissemination and strict compliance.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent



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Republic of the Philippines
Department of Education
REGIONAL OFFICE - CEBU

17 JUN 2026

Office of the Regional Director

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REGIONAL MEMORANDUM

No. 0523 s. 2026

BY [Signature] DATE: 6/17/2026

17 JUN 2026

**DISSEMINATION AND IMPLEMENTATION OF DEPED ORDER NO. 007, S. 2024
(POLICY GUIDELINES ON THE IMPLEMENTATION OF THE
REVISED SCHOOL-BASED MANAGEMENT SYSTEM)
USING THE REGION VII SBM TOOLS**

To: Schools Division Superintendents (SDSs)
Assistant Schools Division Superintendents
RO and SDO Functional Division Chiefs
Regional and Division Field Technical Assistance Teams (RFTATs/DFTATs)
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. With reference to DepEd Order No. 007, s. 2024, this issuance outlines the guidelines for implementing the Revised School-Based Management (SBM) System. Schools shall utilize the **Region VII SBM Tools** for self-assessment and continuous improvement. Please refer to **Enclosure 1** for the user guide and access link.

2. All public elementary and secondary schools shall implement SBM, while district, division, and regional offices shall serve as technical assistance providers and monitors/evaluators, guided by the following principles:

- 2.1 **Participatory and shared governance**, ensuring involvement of the SGC and school organizations, and external stakeholders;
- 2.2 **Evidence-based self-assessment**, supported by clear rubrics and Means of Verification (MOVs);
- 2.3 **Continuous improvement**, through regular monitoring and evaluation, and technical assistance; and
- 2.4 **Integration of SBM with school programs, projects, and activities (PPAs).**

3. Compared with previous SBM policies, the revised policy emphasizes the following:

- 3.1 **From compliance to continuous improvement;**
SBM is now used as a developmental and diagnostic tool, not merely for rating or leveling.
- 3.2 **From one-time assessment to iterative processes;**
Schools are expected to review and update SBM results regularly within the school year.
- 3.3 **From document submission to evidence-based practice;**
Focus is on actual implementation and outcomes, not arbitrary documentation.
- 3.4 **From internal assessment to shared governance;** and
Broader stakeholder participation is required in decision-making and validation.



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COMPLIANCE NO. PHP-004
28.11.2024

3.5 From general indicators to clearer standards.

The 42 SBM indicators are supported by defined **Levels of Manifestation (LoM) Rubrics and corresponding MOVs**, which were developed through a series of consultations, writeshops, and enhancements with Division SBM Teams, including SGOD Chiefs, CID Chiefs, Division SBM Coordinators, and Division SGC Coordinators. These provide school SBM teams with clear and consistent guidance in determining whether an indicator is Always Manifested (AM), Frequently Manifested (FM), Rarely Manifested (RM), or Not Yet Manifested (NYM), thereby promoting objective, accurate, and evidence-based self-assessment.

4. To ensure the integrity of SBM implementation,
 - 4.1 Means of Verification (MOVs) must be authentic outputs of the implementation of school programs, projects, activities, and policies;
 - 4.2 MOVs must not be created or developed solely for SBM compliance;
 - 4.3 Schools shall not create separate "SBM folders" or artificial compilations of documents;
 - 4.4 All MOVs shall be
 - 4.4.1 naturally generated from implementation of PPAs,
 - 4.4.2 found within existing program or office records, and
 - 4.4.3 aligned with actual indicator practices.

SBM evidence is a result of good practice and effective implementation, not a separate activity or compliance requirement.

5. All schools shall implement SBM according to DO 007, s. 2024, using the standardized Region VII SBM eTools to ensure
 - 5.1 consistency and comparability of SBM results across schools;
 - 5.2 participatory self-assessment processes;
 - 5.3 continuous improvement through structured M&E and TA; and
 - 5.4 data-informed planning and decision-making.

6. To ensure streamlined data management and rapid collaboration with District and Division SBM Teams, all School Heads and School SBM Teams are directed to set up a centralized digital directory by performing the following steps:

- 6.1 **Create the Mother Folder.** Create a main folder on the school computer and name it '*SBM*'.
- 6.2 **Create the Repository Folder.** Create a subfolder named '*Original Region VII SBM eTools*' inside the '*SBM*' folder.
- 6.3 **Access the Tools Portal.** Refer to *Enclosure 1 (Guide on the Use of Region VII SBM eTools)* and access the online download portal via the official link [<https://tinyurl.com/DepEdR7SBMtools2026>].
- 6.4 **Save the Master Copies.** Download the user guide and the complete set of eTools and save them directly in the '*Original Region VII SBM eTools*' folder. Note that keeping all tools locally facilitates faster data transfer and transpose pasting during District/Division consolidation.
- 6.5 **Create the Active School Year Folder.** Duplicate the master '*Original Region VII SBM eTools*' folder, and name the copy '**Region VII SBM eTools for SY 2026-2027**'. This copied folder will serve as your active working directory for the current school year.

6.6 Future Maintenance. Always create a fresh copy from the master 'Original' folder at the start of each subsequent school year to maintain data integrity.

7. All concerned are enjoined to ensure that SBM implementation remains focused on improving school practices and learner outcomes, guided by authentic evidence and continuous technical assistance.

8. For inquiries and further clarifications, implementers may contact the **Field Technical Assistance Division (FTAD)** through Merden L. Bryant (Chief Education Supervisor), Mr. Allan P. Villacampa and Ms. Doris F. Esmero (Education Program Supervisors) at (032) 256-9466 or email ftad.ro7@ deped.gov.ph.

9. Immediate dissemination of and compliance with this Memorandum are directed.



DR. ARTURO B. BAYOCOT, CESO III
Regional Director

Guide on the Use of Region VII School-Based Management (SBM) eTools

Access to Region SBM eTools: <https://tinyurl.com/DepEdR7SBMtools2026>

Regional SBM Tools	Users	Purpose	When to Use	How to Use
1. SBM Self-Assessment eTool	School SBM Team (SH, Designated and Elected SGC Co-chairpersons, SGC Secretary, SPTA President, Faculty Club President, SELG/SSLG President, Barangay LGU Chair of Education Committee	Assesses the SBM implementation across 42 indicators	At the BOSY and after each term of the three-term school calendar	Conduct self-assessment using SBM LoM Rubrics and corresponding MOVs. The tool will automatically count and summarize the number of indicators rated as AM, FM, RM, and NYM.
2. SBM Level of Manifestation (LoM) Rubrics and corresponding MOVs	School SBM Teams District/Cluster SBM Teams Division SBM Teams FTAD Team RFTATs and DFTATs	Provides clear and consistent guidance to ensure objective, accurate and evidence-based self-assessment and provision of technical assistance	At the BOSY and after each term of the three-term school calendar	Use as primary reference during self-assessment, monitoring, and provision of TA to ensure accurate, consistent, and evidence-based ratings.
3. SBM Consolidation eTool for Self-Assessment Results	District/Cluster SBM Teams led by the PSDSs/Cluster Heads with the support of District/Cluster ICT Coordinators; Division SBM Team led by the Division SBM Coordinator; in collaboration with the School Heads	Identifies indicators with promising practices and where priority areas for action, strategies, or technical assistance (TA) are needed to sustain or improve SBM Implementation Presents consolidated results by indicator and dimension during DMEA	At the BOSY and after each term of the three-term school calendar: Every DMEA following school opening and at the end of each school term	Copy the 42 self-assessment ratings per school from the SBM Self-Assessment eTool and paste them in the Consolidation eTool using Transpose Paste. The tool will automatically generate consolidated results by indicator and dimension.

<p>4. SBM Implementation Status eTracker (Maturity, Progress, Risk, and TA Urgency)</p>	<p>District/Cluster SBM Teams led by the PSDSs/Cluster Heads with the support of District/Cluster ICT Coordinators; Division SBM Teams led by the Division SBM Coordinators; in collaboration with the School Heads</p>	<p>Tracks the SBM implementation status of schools in terms of maturity (AM), progress (FM), risk (RM), and technical assistance (TA) urgency (NYM). Presents the SBM implementation status of schools during DMEA</p>	<p>At the BOSY and after each term of the three-term school calendar; Every DMEA following school opening and at the end of each school term</p>	<p>Copy the total counts of AM, FM, RM, and NYM from the SBM Self-Assessment eTool and paste them into the eTracker using Transpose Paste. The eTracker will automatically summarize and classify SBM status for monitoring and TA planning.</p>
<p>5. SBM Expert RFTAT & DFTAT Matrix</p>	<p>School SBM Teams District/Cluster SBM Teams Division SBM Teams FTAD Team RFTATs and DFTATs</p>	<p>Identifies the designated expert RFTAT and DFTAT per SBM indicator to ensure aligned, coordinated, and targeted technical assistance (TA) based on functional mandates and identified school needs.</p>	<p>During the seeking and provision of technical assistance (TA) following SBM self-assessment, monitoring and evaluation (M&E), and consolidation of results; and during every DMEA for guidance in the planning, delivery, and reporting of technical assistance (TA).</p>	<p>Refer to the SBM Expert Team Matrix to determine the lead and support RFTAT and DFTAT experts for each indicator. Use this as the basis for assigning, delivering, and coordinating technical assistance, ensuring that support provided is needs-based, timely, and aligned with functional expertise.</p>

Note: All tools are designed to support SBM as a **practice-based and evidence-driven system**. Means of Verification (MOVs) shall be derived from actual implementation of programs, projects, and activities, and shall not be created solely for SBM compliance.