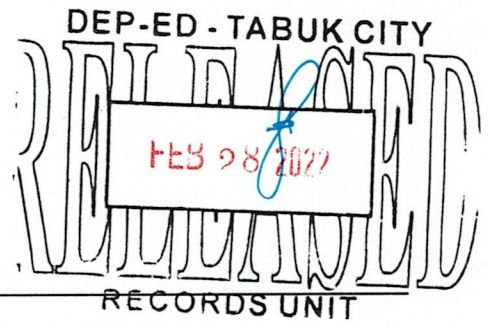




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

February 28, 2022

Division Memorandum

No. 62, s. 2022

**ADOPTION OF THE ENHANCED PROJECT #VITALFORCE FOR THE IMPROVEMENT
OF SCHOOL-BASED MANAGEMENT LEVEL OF PRACTICE**

To:

CID and SGOD Chief
Public Schools District Supervisors
Identified Public Elementary and Secondary School Heads
All Division and School SBM Task Force
Others Concerned

1. In the effort to attain SBM Level 2 Practices among the 21 developing schools and maintain or improve those under SBM levels 2 and 3, the Schools Division of Tabuk City hereby adopts the Enhanced Project #VITALFORCE (Virtualizing Inputs, Technical Assistance, and Learning Frameworks to Optimize Resources and Cater to the Essentials) for the improvement of School-Based Management level of practice.
2. The adoption of the enhanced innovation as an intervention strategy of the SDO aims to:
 - a. Implement an enhanced SBM Technical Assistance Plan implementation based on the Division SBM Task Force evaluation review on the 2021 SBM results and processes through virtual and blended approaches;
 - b. Customize technical assistance to the SBM Level of Schools and specific problems encountered by the schools with unimproved SBM Level; and
 - c. Provide up-skilling activities for the SBM Task Force in line with their functions
3. As part of the implementation of Enhanced Project #VITALFORCE for the improvement of School-Based Management level of practices, enclosed is the list of activities for the identified participants.
4. Immediate dissemination for the information and compliance of all concerned.


IRENE S. ANGWAY PhD, CESO VI
Schools Division Superintendent

Enc'l: as stated



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Sgod/dmd//SBMRetooling2022

Enclosure to Division Memo No. 12s. 2022

Schedule Of Activities under ENHANCED PROJECT #VITALFORCE for the improvement of School-Based Management level of practice

KRA	Objectives	Programs/Activities/ Strategies	Time frame
Technical Assistance	Adopted Enhanced Project #VITALFORCE Mechanism is adopted in the SBM 2022 TA Implementation Plan to improve Schools' SBM level	Issue Memorandum on the adoption of SBM 2022 TA Implementation Plan with the incorporation of Enhanced Project #VITALFORCE Mechanism	February 28
	Focused topics on TA provision is done per SBM Level Cluster	Creation and utilization of Facebook messenger chat group per SBM Level Cluster	February 28 onward
		Conduct of virtual retooling meeting to SBM level 1 Schools Meeting Link: https://bit.ly/SBM22TA	March 2 (3:30-5:00 PM)
	Provided School heads/ SBM Coordinators with additional necessary forms/templates relative to SBM	Updating the Project #VITALFORCE SBM File folder in google drive https://bit.ly/SBMTabuk	Year-round



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	Retooled SBM Task Force	Reorientation meeting on the roles of SBM Task Force (Batch 1-SGOD; Batch 2-CID, and Batch 3-OSDS)	March 4 and 7 SGOD -Mar 4 CID-Mar 7 @4:00-5:00 OSDS- Mar 7 @ 2:00-3:00
	Gauged the SBM level and needs of schools based on their self-assessment	Online submission of SBM Self-assessment with the use of SBM e-tool *Submit through: https://bit.ly/SBM2022SA	March 7
		TA provision to schools based on Self-assessment results	March 10-April 15
		SBM Validation	April 16-May
	Equipped EPSs on the utilization of collaborative platforms	Conduct limited face to face technical Assistance Provision on the use of collaborative platforms to EPS-SBM Task Force members	May
	Endorsed SBM level 3-ready schools and other details to RO through SBM Task Force	Prepare and transmit letter of endorsement with the list of SBM level 3-ready schools and other details to RO through SBM Task Force	May-June
Leadership and Governance Monitoring and	Conducted division level validation of SBM Practice to level 2-claiming schools	Issuance of memo on the schedule of limited face to face/ online validation (earlier coordination thru GC)	April 1-30
		Virtual Feedbacking of validation result and online reporting to RO	May



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Evaluation	Reoriented SBM- Level 3 aspiring schools with the process and requirements for SBM level 3 validation	Retooling meeting of RFTAT with SBM-Level 3 aspiring schools	May
	Provided TA to SBM - Level 3 school aspirants on areas with identified needs	Conduct of TA to SBM -Level 3 school aspirants	May-June
	Endorsed SBM -Level 3 aspirants	Endorsement to RO for scheduling	June
Rewards and Recognition	Awarded Certifications of SBM Level and endorsed for recognition	Issuance of Certificates of recognition to schools, School heads, and coordinators; and endorsement to PRAISE for proper recognition during SBM Congress 2022	May
	Shared SBM initiatives and recognized schools attaining higher SBM level of practice	Conduct of SBM Congress 2022	December 2022



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