



SEP 11 2009

DepED MEMORANDUM  
No. **386**, s. 2009

UTILIZATION OF MANUALS RELEVANT TO SCHOOL-BASED MANAGEMENT

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools

1. In addition to the four (4) Primers on School-Based Management cited in DepED Order No. 37, s. 2009, the Technical Working Group (TWG) on School-Based Management (SBM) developed the following three (3) manuals in support of its institutionalization:

- a. **Manual on Assessment of SBM Practice.** Presents the SBM Framework, the six (6) Dimensions of the SBM Assessment Instrument and the next steps after the conduct of assessment. It enables the school to determine its level of SBM practice and the technical assistance it needs from support offices;
- b. **Manual on School Governing Council.** Provides schools with the basic information on the organization and operationalization of School Governing Councils; and
- a. **Manual on School Improvement Planning.** Discusses in detail the “why”, the “what”, the “who”, the “when”, and the “how” of school improvement planning. It is intended to help schools craft and implement, monitor and evaluate the same (SIPs) and (AIPs).

2. These manuals are being printed and will be distributed to schools, DepED offices and stakeholders when ready.

3. Schools are urged to utilize these materials for their guidance in their practice of SBM.

3. Immediate and wide dissemination of this Memorandum is desired.

  
**JESLI A. LAPUS**  
Secretary

Reference:

DepED Order: No. 37, s. 2009

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

CHANGE  
MANUALS  
PROJECTS  
PROGRAMS  
SCHOOLS

Sally: utilization of manuals relevant to SBM  
September 2, 2009