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DepEd MEMORANDUM
No. **145**, s. 2010

ROLES AND FUNCTIONS OF REGIONAL/DIVISION SCHOOL-BASED
MANAGEMENT (SBM) COORDINATORS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. In support of the School-Based Management (SBM) implementation, a Regional SBM Coordinator and a Division SBM Coordinator shall be designated by the Regional Director and Schools Division Superintendent, respectively. In big regions and divisions, two (2) Regional/Division SBM Coordinators, one (1) for elementary schools and another for secondary schools may be designated.

2. The Regional/Division SBM Coordinators shall have the following functions:

a. Regional SBM Coordinator

a.1 Acts as focal person and liaison officer in the region in relation to SBM implementation specifically in the areas of:

- policies and standards;
- monitoring and evaluation; and
- technical assistance.

a.2 Takes the lead in:

- gathering, analyzing and interpreting SBM related data;
- submitting regular quarterly reports on status of SBM implementation to the Central Office;
- preparing and implementing the Work Plan for Technical Assistance to the Divisions; and
- monitoring and evaluating the same.

a.3 Assists the Regional Director and Assistant Regional Director in:

- establishing the structures and mechanisms of SBM;
- implementing SBM policies, guidelines, and standards;
- monitoring and assessing the divisions' support to SBM in accordance with DepEd policies, guidelines and standards set for SBM;
- providing technical assistance to the divisions toward effective SBM implementation;
- defining the roles and responsibilities of the Regional SBM Task Force; and
- initiating capacity building for the Regional and Division SBM Task Force.



b. Division SBM Coordinator

b.1 Acts as the focal person and liaison officer for SBM in the division in relation to SBM implementation.

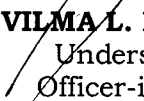
b.2 Takes the lead in:

- gathering accurate and reliable data and in analyzing and interpreting the same;
- submitting regular quarterly reports on the status of SBM implementation to the Regional SBM Coordinator; and
- initiating collaborative meetings with schools and other stakeholders to maintain effective partnerships.

b.3 Assists the SDS/ASDS in:

- formulating and implementing the Division Work Plan for technical assistance to the schools;
- disseminating central, regional and division SBM initiatives for school improvement;
- supervising SBM roll-out to ensure compliance to the guidelines and standards;
- maintaining data-based system on the schools' level of SBM implementation along the six dimensions;
- monitoring the progress of SBM levels of practice and in giving technical assistance to the schools for schools' continuing improvement;
- monitoring SBM activities vis-à-vis SBM fund utilization to ensure compliance with the guidelines on funds utilization for cost-effectiveness; and
- defining the roles and responsibilities of the Division SBM Task Force.

3. Immediate dissemination of this Memorandum is desired.


VILMA L. LABRADOR
Undersecretary
Officer-in-Charge

Reference: N o n e

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

OFFICIALS
POLICY
PROGRAMS
SCHOOLS