



Republic of the Philippines  
**Department of Education**  
 REGION III – CENTRAL LUZON  
 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

August 19, 2021

**DIVISION MEMORANDUM**

No. 324, s. 2021

**GUIDELINES ON THE BENCHMARKING OF SBM LEVEL 2 SCHOOLS TO SBM LEVEL 3 SCHOOLS VALIDATED BY THE REGIONAL OFFICE**

To: Chief ES-SGOD  
 School Heads of SBM Level 2 Schools for Validation  
 All Members of School SBM Level 2 Coordinating Teams

1. The Division of Science City of Munoz issues this Guideline on the conduct of Benchmarking of SBM Level 2 schools to SBM Level 3 schools validated by the Regional SBM Validating teams.
2. This guideline provides the mechanism and process of benchmarking through an online platform. It aims to facilitate the capacity building of Level 2 schools and sustain the transcending practice of Level 3 schools by sharing their AVP presentations of effective practices, established mechanisms and proper documentations of activities.
3. The following schools validated for Regional accreditation will serve as model schools for benchmarking;

<i>ELEMENTARY</i>	<i>SECONDARY</i>
Bantug ES	Maragol IS
DepEd-CLSU ES	Gabaldon IS
Maligaya ES	MNHS Annex
Munoz CS	
Mangandingay ES	

4. For clarification, you may contact the SBM Coordinator through [lamberto.corpuz@deped.gov.ph](mailto:lamberto.corpuz@deped.gov.ph) or at cellphone number 0935 631 0043.
5. This guideline shall take effect immediately.



*Loyal, Excellent, Accountable and Dedicated to Service*

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)

DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



Republic of the Philippines  
**Department of Education**

REGION III – CENTRAL LUZON  
**SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ**

---

6. Immediate dissemination and strict compliance are hereby directed.



**DANTE G. PARUNGAO, CESO VI**  
Officer-in-Charge

Office of the Schools Division Superintendent

LPCSEps  
smme 8/16/2021



18

*Loyal, Excellent, Accountable and Dedicated to Service*

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)

DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



Republic of the Philippines  
**Department of Education**  
 REGION III – CENTRAL LUZON  
**SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ**

Enclosure to Division Memorandum No. 324, s. 2021

**GUIDELINES ON THE CONDUCT OF ONLINE BENCHMARKING IN THE  
 DIVISION OF SCIENCE CITY OF MUNOZ**

**I. RATIONALE**

The Division of Science City of Munoz is committed to provide avenues for growth and development. The provision of a capacity building program addressing the gaps, issues and concerns of low-performing schools through benchmarking will facilitate learning from each other's lessons.

Due to the continuing threat of Covid 19 infection, we are faced with challenges on how to ensure that programs continue despite the pandemic. In this context, this online platform of learning from the effective practices of model schools in the Division was established to help ease the process by providing a systematic, needs-based, collaborative and participatory mechanisms and procedures.

**II. SCOPE**

As part of the new normal, this memorandum provides a systematic process as guide for the conduct of online benchmarking activities in the Division of Science City of Munoz for capacitating SBM Level 2 schools.

**III. IMPLEMENTATION ARRANGEMENTS**

The Division Office and the schools will be guided by this process flow in the conduct of online benchmarking:

<b>Division Office</b>	<b>SBM Level 2 Schools</b>	<b>SBM Level 3 Schools</b>
Identifies Schools for Benchmarking	The School Head coordinates to targeted school through an e-mailed letter of request indicating the date of activity and the areas concerned for benchmarking.	The SH, once received the request, replies based on the availability and capacity of the school to accommodate the request
Sets guidelines and define	Fills-out and shares the	The SH designates a focal



*Loyal, Excellent, Accountable and Dedicated to Service*

**Address:** Brgy. Rizal, Science City of Muñoz, 3119

**Telephone No.:** (044) 806 -2192; **Email Address:** [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)

DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



Republic of the Philippines  
**Department of Education**

REGION III – CENTRAL LUZON  
**SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ**

the process for the online benchmarking	template on Factors that deter schools in Scaling-up their performance in SBM Practice.	person in facilitating the benchmarking activity based on the identified areas of concern.
Prepares and posts a Division memorandum	Prepares an Action plan;	Lists schools who conducted benchmarking including their areas of concern;
Monitors and evaluates the conduct of benchmarking activities	Documents the activity through Activity Completion Report	Provides TA if necessary; Documents the activity in the SBM Portal
Issues certificate of recognition to Model Schools during the celebration of Education Week or SBM Congress	Uploads a copy of the ACR to the Division SBM Portal	Uploads a copy of the ACR to the Division SBM Portal

**IV. MONITORING AND EVALUATION**

The DFTAT, through the Division SBM Focal Person, shall monitor and evaluate the implementation of this guideline. Furthermore, quarterly assessment will be done for further improvement and to ensure the quality and relevance of this mechanism.



*Loyal, Excellent, Accountable and Dedicated to Service*

**Address:** Brgy. Rizal, Science City of Muñoz, 3119

**Telephone No.:** (044) 806 -2192; **Email Address:** [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)

DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15