



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF LUCENA CITY**

08 Jul 2025

**DIVISION MEMORANDUM**

No. 240, s. 2025

**SUBMISSION OF BASELINE SCHOOL-BASED MANAGEMENT (SBM)  
SELF-ASSESSMENT CHECKLIST SY 2025-2026**

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors – SGOD & CID  
Public Schools District Supervisors  
Public and Private Elementary School Heads  
All Others Concerned

1. In reference to DepEd Order No. 7, s. 2024, titled "Policy Guidelines on the Implementation of the Revised School-Based Management (SBM) System," this Office, through the School Governance and Operations Division (SGOD), requests the submission of the Baseline SBM Self-Assessment Checklist for SY 2025-2026. Please accomplish and submit the completed checklist using the following link: <https://tinyurl.com/SGOD-SBM-2025-07-25> on or before **July 25, 2025**.
2. School heads are required to complete the checklist based on their understanding of the content and the specific conditions within their respective institutions. As reiterated on page 12 of 16 in DepEd Order No. 7, s. 2024, "Relative to the implementation of SBM, the prior practice of attaching various means of verification as documentary evidence to attest to the level of practice is **no longer necessary**." Nevertheless, the SBM Self-Assessment Checklist must still be completed to provide a **record of the current status of SBM implementation** and to facilitate the continuous improvement of schools.
3. **TAPATAN PLUS Teams** and Public Schools District Supervisors shall ensure that all schools under their supervision submit the accomplished checklist within the prescribed timeline.
4. For further queries and clarification, you may contact School Management Monitoring and Evaluation - Pascual C. La Rosa Jr., SEPS, SMME and Karen Jane P. Montero, EPS – II, SMME at SGOD Telephone No. (042) 421-4161 Local 234.
5. Immediate dissemination of this Memorandum is desired.  
**For Schools Division Superintendent**

*Edenia O. Libranda*  
**EDENIA O. LIBRANDA**  
Date: 2025.07.14  
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**Assistant Schools Division Superintendent**

SGOD/SMME / PJ /  
084 / 07/08/2025

**SUSAN DL. ORIBIANA**  
Schools Division Superintendent

DM - SUBMISSION OF BASELINE SCHOOL-BASED MANAGEMENT (SBM)  
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