



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 03, s. 2026

**IMPLEMENTATION OF SCHOOL ORGANIZATIONAL DIAGNOSIS THROUGH THE
CONDUCT OF THE SBM LEADERSHIP TRAINING NEEDS SURVEY**

To: Schools Division Superintendent
Chief Education Supervisors
School Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. In reference to Regional Memorandum No. 119, s. 2026, and DepEd Memorandum DM-OUHROD-2026-0149 dated January 23, 2026, titled *"Implementation of School Organizational Diagnosis through the Conduct of the SBM Leadership Training Needs Survey,"* all public school heads are hereby directed to participate in and ensure the conduct of the said survey.
2. The SBM Leadership Training Needs Survey aims to assess the leadership and organizational development needs of school heads in support of the effective implementation of the Revised School-Based Management (SBM) System, pursuant to DepEd Order No. 007, s. 2024. It further seeks to gather grassroots-level data on leadership training needs as part of the organizational diagnosis, identify priority areas, determine the scope of needs, and establish a structured framework for SBM leadership capacity-building programs.
3. In line with this, all public school heads (Elementary, Secondary, and Integrated Schools) are required to accomplish the survey through the Google Form link: tinyurl.com/SBMFY26-SurveyForm.
4. For the orderly administration of the survey, the following guidelines shall be observed:
 - a. **Deadline** – The survey is available effective immediately and shall be completed not later than **February 9, 2026**.
 - b. **Submission** – Each school head shall submit only **one (1)** survey response. School heads handling multiple schools are still required to submit only one response.
 - c. **Email Account** – Respondents are strongly encouraged to use their official **DepEd email address** (personal or school-based).
 - d. **Data Accuracy** – Respondents must ensure that all basic school information and data provided are accurate and complete prior to submission, as multiple submissions are strictly prohibited.



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur

Telephone No: (077) 722-20-23 / (077) 632-05-33

Email Address: vigan.city@deped.gov.ph

Website: www.depedvigan.city

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SCHOOLS DIVISION OF VIGAN CITY

5. The School Governance and Operations Division (SGOD), through the Division SBM Coordinator, shall monitor compliance of all schools and provide technical assistance, as necessary.
6. For clarifications and inquiries, you may reach out to Susiemar M. Rapisura, SBM Focal Person @0917-188-9967 or contact the Bureau of Human Resource and Organizational Development - School Effectiveness Division (BHROD-SED) at bhrod.sed@deped.gov.ph or via telephone at (02) 8633-5397.
7. Immediate dissemination of and strict compliance to this Memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent

References: DM-OUHROD-2026-0149
Enclosure: As stated

To be included in the Perpetual Index
Under the following subject

SBM Survey

SGOD/smr/SBM
Jan, 2026



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Republic of the Philippines
Department of Education
REGION I



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REGIONAL MEMORANDUM

No. 119 s. 2026

**IMPLEMENTATION OF SCHOOL ORGANIZATIONAL DIAGNOSIS THROUGH THE
CONDUCT OF THE SBM LEADERSHIP TRAINING NEEDS SURVEY**

To: **Schools Division Superintendents**
Assistant Schools Division Superintendents
CID/ SGOD Chiefs
Division SBM/ SGC Coordinators
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issued DepEd Order No. 007, s. 2024, or the Policy Guidelines on the Implementation of the Revised School-Based Management (SBM) System, which emphasize foundational principles designed to guide and support the daily operations of public schools, ensuring alignment with the intended framework for school governance and management.
2. Relative to this, the Office of the Undersecretary for Human Resource and Organizational Development and Infrastructure issued Memorandum DM-OUHROD-2026-0149 to gather grassroots-level information on the leadership training needs of school heads as part of its organizational diagnosis. This initiative enables the Department to comprehensively identify the scope of needs, prioritize training interventions, and establish a structured framework for capacity-building programs tailored to SBM leadership.
3. The Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHROD-SED) will conduct the SBM Leadership Training Needs Survey until February 9, 2026. The Google Form is accessible at tinyurl.com/SBMFY26-SurveyForm.
4. The school head shall accomplish the survey. For school heads handling more than one public school, only one response is required. Respondents must ensure that all basic school information is accurate and complete. Multiple submissions are not allowed, and answers should be carefully reviewed before submission. Whenever possible, only DepEd email addresses should be used and declared in the form.
5. Attached is Memorandum DM-OUHROD-2026-0149 for your reference.



Republic of the Philippines
Department of Education
REGION I

6. Immediate dissemination of this Memorandum is desired.

For the Regional Director:


ATTY. RHEA JOY L. CARBONELL
Chief Administrative Officer
Administrative Division

Encl.: None

Reference: None

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

SCHOOL-BASED MANAGEMENT
LEADERSHIP
TRAINING

FTAD/rgm/RM_SBMLeadershipTrainingNeedsSurvey
January 28, 2026



DepEd RO1




Document

FTAD 250492

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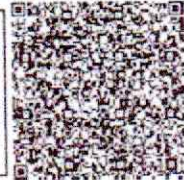
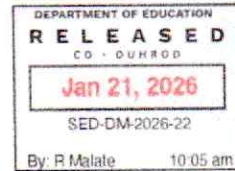


Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



SED-DM-2026-22

MEMORANDUM

DM-OUHROD-2026-0149

TO : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
FIELD TECHNICAL ASSISTANCE DIVISION, CHIEFS
SCHOOL GOVERNANCE AND OPERATIONS DIVISION, CHIEFS
REGIONAL AND DIVISION SBM COORDINATORS
ALL OTHERS CONCERNED**

ATTENTION : **ALL PUBLIC SCHOOL HEADS**

FROM : **WILFREDO E. CABRAL**,
E-signed by
Wilfredo Cabral
1/23/2026, 4:36:20 PM
*Undersecretary for Human Resource and Organizational
Development and Infrastructure*

SUBJECT : **IMPLEMENTATION OF SCHOOL ORGANIZATIONAL DIAGNOSIS
THROUGH THE CONDUCT OF THE SBM LEADERSHIP
TRAINING NEEDS SURVEY**

DATE : January 23, 2026

The Department of Education (DepEd) recognizes the critical role of competent school heads in fostering effective and high-performing public schools. As primary leaders of their respective institutions, school heads are entrusted with various responsibilities that require continuous enhancement and development of their leadership competencies.

With the official issuance of **DepEd Order No. 007, s. 2024**, or the *Policy Guidelines on the Implementation of the Revised School-based Management (SBM) System*, the Department has provided an opportunity for a simplified and strengthened understanding and application of SBM. The abovementioned policy emphasizes foundational principles designed to guide and support the daily operations of public schools, ensuring alignment with the intended framework for school governance and management.

Through the lens of organizational development, the Office of the Undersecretary for

aims to gather grassroots-level information on the leadership training needs of school heads as part of its organizational diagnosis. This initiative shall allow the Department to comprehensively identify the scope of needs, prioritize training interventions, and establish a structured framework for capacity-building programs tailored to SBM leadership.

To advance this objective, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) shall conduct the SBM Leadership Training Needs Survey effective upon issuance of this Memorandum until February 9, 2026.

The guidelines to ensure the proper and orderly administration of the survey are as follows:

1. The FTAD and SGOD shall ensure the proper dissemination of this Memorandum.
2. The Google Survey Form can be accessed at tinyurl.com/SBMEY26-SurveyForm.
3. The school head is tasked to complete the survey. In cases where a school head oversees more than one public school, only one survey form must be submitted.
4. The respondent must ensure that all basic school information provided in the survey is accurate and complete.
5. Multiple submissions are not allowed. Respondents are expected to carefully review their answers before submitting the survey form.
6. If possible, only DepEd email addresses (personal and school accounts) should be used and declared for this purpose.

For clarifications and inquiries, you may contact BHROD-SED via email at bhrod.sed@deped.gov.ph or by telephone at (02) 8633-5397.

For guidance and compliance.

Copy furnished:
Office of the Secretary, Department of Education