Annex A: School-Based Management (SBM) Self-Assessment Checklist

The *SBM Self-Assessment Checklist* provides a comprehensive understanding of the status of continuous improvement in the various areas of school operation. The school assesses the six (6) SBM Dimensions and determines the degree of manifestation for each SBM Indicator. These indicators are listed as observable school practices and attainable learning outcomes. The extent by which the indicators are manifested is described as follows: *not yet manifested, rarely manifested, frequently manifested,* and *always manifested.*

Curriculum and Teaching
School personnel and stakeholders work collaboratively to enhance learning standards to continually build a relevant and inclusive learning community and achieve improved learning outcomes.

SBM Indicator	**Degree of Manifestation** (Please tick the box that best describes your school)				Remarks
	Not yet manifested	**Rarely manifested**	**Frequently manifested**	**Always manifested**	
1. Grade 3 learners achieve the *proficiency level* for each cluster of early language, literacy, and numeracy skills	☐	☐	☐	☐	
2. Grade 6,10, and 12 learners achieve the *proficiency level* in all 21st-century skills and core learning areas in the National Achievement Test (NAT)	☐	☐	☐	☐	
3. School-based ALS learners attain certification as elementary and junior high school completers	☐	☐	☐	☐	
4. Teachers prepare contextualized learning materials responsive to the needs of learners	☐	☐	☐	☐	
5. Teachers conduct remediation activities to address learning gaps in reading and comprehension, science and technology, and mathematics	☐	☐	☐	☐	
6. Teachers integrate topics promoting peace and DepEd core values	☐	☐	☐	☐	
7. The school conducts test item analysis to inform its teaching and learning process	☐	☐	☐	☐	
8. The school engages local industries to strengthen its TLE-TVL course offerings	☐	☐	☐	☐	

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Learning Environment
The school and its community work collaboratively to ensure equitable access to a learner-centered, motivating, healthy, safe, secure, inclusive, resilient, and enabling learning environment and to achieve improved learning outcomes.

SBM Indicator	Degree of Manifestation (Please tick the box that best describes your school)				Remarks
	Not yet manifested	**Rarely manifested**	**Frequently manifested**	**Always manifested**	
9. The school has zero bullying incidence	☐	☐	☐	☐	
10. The school has zero child abuse incidence	☐	☐	☐	☐	
11. The school has reduced its drop-out incidence	☐	☐	☐	☐	
12. The school conducts culture-sensitive activities	☐	☐	☐	☐	
13. The school provides access to learning experiences for the disadvantaged, OSYs, and adult learners	☐	☐	☐	☐	
14. The school has a functional school-based ALS program	☐	☐	☐	☐	
15. The school has a functional child-protection committee	☐	☐	☐	☐	
16. The school has a functional DRRM plan	☐	☐	☐	☐	
17. The school has a functional support mechanism for mental wellness	☐	☐	☐	☐	
18. The school has special education- and PWD-friendly facilities	☐	☐	☐	☐	

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Leadership
School personnel and stakeholders are empowered and actively engaged in taking on appropriate leadership roles and responsibilities to continuously improve the school for improved learning outcomes.

SBM Indicator	Degree of Manifestation (Please tick the box that best describes your school)				Remarks
	Not yet manifested	**Rarely manifested**	**Frequently manifested**	**Always manifested**	
19. The school develops a strategic plan	☐	☐	☐	☐	
20. The school has a functional school-community planning team	☐	☐	☐	☐	
21. The school has a functional Supreme Student Government/ Supreme Pupil Government	☐	☐	☐	☐	
22. The school innovates in its provision of frontline services to stakeholders	☐	☐	☐	☐	

Governance and Accountability
The school and its community come together to take responsibility for ensuring participation, transparency, and accountability, as well as the implementation of a plan to continuously improve the delivery of basic education services, organizational health, and performance for improved learning outcomes.

SBM Indicator	Degree of Manifestation (Please tick the box that best describes your school)				Remarks
	Not yet manifested	**Rarely manifested**	**Frequently manifested**	**Always manifested**	
23. The school's strategic plan is operationalized through an implementation plan	☐	☐	☐	☐	
24. The school has a functional School Governance Council (SGC)	☐	☐	☐	☐	
25. The school has a functional Parent-Teacher Association (PTA)	☐	☐	☐	☐	
26. The school collaborates with stakeholders and other schools in strengthening partnerships	☐	☐	☐	☐	

27. The school monitors and evaluates its programs, projects, and activities	☐	☐	☐	☐	
28. The school maintains an average rating of *satisfactory* from its internal and external stakeholders	☐	☐	☐	☐	

Human Resource and Team Development
School personnel collaborate to continuously improve individual capabilities and team capacity to create an environment that shall yield high performance for improved learning outcomes.

SBM Indicator	**Degree of Manifestation** (Please tick the box that best describes your school)				Remarks
	Not yet manifested	**Rarely manifested**	**Frequently manifested**	**Always manifested**	
29. School personnel achieve an average rating of *very satisfactory* in the individual performance commitment and review	☐	☐	☐	☐	
30. The school achieves an average rating of *very satisfactory* in the office performance commitment and review	☐	☐	☐	☐	
31. The school conducts needs-based Learning Action Cells and Learning & Development activities	☐	☐	☐	☐	
32. The school facilitates the promotion and continuous professional development of its personnel	☐	☐	☐	☐	
33. The school recognizes and rewards milestone achievements of its personnel	☐	☐	☐	☐	
34. The school facilitates receipt of correct salaries, allowances, and other additional compensation in a timely manner	☐	☐	☐	☐	
35. Teacher workload is distributed fairly and equitably	☐	☐	☐	☐	

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Finance and Resource Management and Mobilization The school judiciously manages and mobilizes resources to support programs, projects, and activities that contribute to the improvement of learning outcomes.					
SBM Indicator	**Degree of Manifestation** (Please tick the box that best describes your school)				Remarks
	Not yet manifested	**Rarely manifested**	**Frequently manifested**	**Always manifested**	
36. The school inspects its infrastructure and facilities	☐	☐	☐	☐	
37. The school initiates improvement of its infrastructure and facilities	☐	☐	☐	☐	
38. The school has a functional library	☐	☐	☐	☐	
39. The school has functional water, electric, and internet facilities	☐	☐	☐	☐	
40. The school has a functional computer laboratory/classroom	☐	☐	☐	☐	
41. The school achieves a 75-100% utilization rate of its Maintenance and Other Operating Expenses (MOOE)	☐	☐	☐	☐	
42. The school liquidates 100% of its utilized MOOE	☐	☐	☐	☐	