



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

JAN 28 2026

DIVISION MEMORANDUM

No. 042 s. 2026

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
All Public School Heads
All Others Concerned

1. In reference to DepEd Memorandum No. 007, s. 2024 titled "*Policy Guidelines on the Implementation of Revised School-Based Management (SBM) System*" and DepEd Memorandum No. DM-OUHROD-2026-0149, this Office enjoins all public school heads to participate in the implementation of School Organizational Diagnosis through the conduct of the School-Based Management (SBM) Leadership Training Needs Survey.
2. The Department of Education recognizes the critical role of competent school leadership in fostering effective and high-performing public schools. As primary leaders of their respective institutions, school heads are expected to continuously enhance their leadership competencies to support school improvement and learner outcomes.
3. Through this initiative, the Office of the Undersecretary for Human Resource and Organizational Development (OUHROD), in coordination with the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED), aims to gather grass-roots level information on the leadership training needs of school heads. The results shall be used to identify priority areas, guide capacity-building programs, and strengthen the implementation of the revised SBM framework.
4. All elementary and secondary school heads are directed to accomplish the SBM Leadership Training Needs Survey Form through the official link: <https://tinyurl.com/SBMFY26-SurveyForm> until February 9, 2026.
5. The following guidelines shall be strictly observed:
 - 5.1. The Field Technical Assistance Division (FTAD) and the School Governance and Operations Division (SGOD) shall ensure the proper dissemination and monitoring of this Memorandum.



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- 5.2. Each school head is required to complete the survey. In cases where a school head oversees more than one public school, only one (1) survey form shall be submitted.
- 5.3. Respondents must ensure that all information provided in the survey is accurate, complete, and reflective of their current leadership development needs.
- 5.4. Multiple submissions are not allowed. School heads are enjoined to carefully review their responses before final submission.
- 5.5. Only official DepEd email addresses (personal or school accounts) shall be used in accessing and completing the survey form.
6. The Public Schools District Supervisors shall provide technical assistance and ensure full compliance of school heads within their respective districts.
7. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent 

SO3/hgd
January 27, 2026

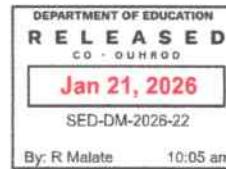


Republika ng Pilipinas

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
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 Human Resource and Organizational Development and Infrastructure (OUHRODI)



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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/SBMFY26-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