



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

DIVISION MEMORANDUM

No. 059 s. 2026

02 FEB 2026

DISSEMINATION OF AND COMPLIANCE WITH THE IMPLEMENTATION OF SCHOOL ORGANIZATIONAL DIAGNOSIS THROUGH THE CONDUCT OF THE SBM LEADERSHIP TRAINING NEEDS SURVEY

To: Assistant Schools Division Superintendent
OIC-Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. In reference to **OUHROD 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**, this Office hereby enjoins all public-school heads to comply with the said directive.
2. The Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD–SED) shall conduct the SBM Leadership Training Needs Survey as part of the Department’s organizational diagnosis to determine the leadership training needs of school heads in line with the implementation of the Revised School-Based Management (SBM) System pursuant to DepEd Order No. 007, s. 2024.
3. All school heads are directed to personally accomplish the online survey through this link: <https://tinyurl.com/SBMFY26-SurveyForm> on or before **January 30, 2026**. In cases where a school head supervises more than one school, **only one accomplished survey form** shall be submitted. Kindly read the guidelines stated in the attached memorandum to ensure the proper and orderly administration of the survey.
5. Immediate dissemination of and compliance with this Memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


RONIE C. RETERACION
Education Program Supervisor-MAPEH
In-charge of the Division 

Enclosure: As stated
Reference: OUHROD Memorandum DM-OUHROD-2026-0149
To be indicated in the Perpetual Index
under the following subjects:

POLICY

SCHOOLS

SUPERVISION

RDD/SMME



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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
*Undersecretary for Human Resource and Organizational
Development and Infrastructure*

Designed by
Wilfredo Cabral
25 JAN 2026 3:36:20 PM

**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)



Room 502, Rajah Building, DepEd Complex, Alabang Ave., Pasig City 1500
 Telephone Nos.: (+632) 86337205, (+632) 88318494, (+632) 86365549
 Email Address: usc@doe@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	PAWMA-COE	Rev	01
Effectivity	03.23.26	Page	1 of 2



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 <https://forms.gle/8B1M1F2SS>.
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



Room 102, Rizal Building, DepEd Complex, Marikina Ave., Pasig City 1601
Telephone Nos.: (+632) 86337206, (+632) 86338496, (+632) 86336599
Email Address: sec@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	PW/M/F-SSS	Rev	00
Effectivity	09.20.21	Page	2 of 2

