



Republic of the Philippines

## Department of Education

REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

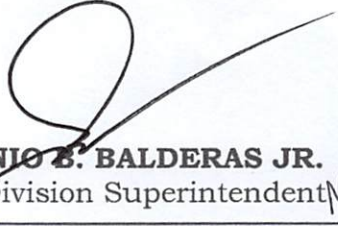
28 January 2026

DIVISION MEMORANDUM  
No. 060 s. 2026

### CONDUCT OF SCHOOL ORGANIZATIONAL DIAGNOSIS THROUGH THE COMPLETION OF THE SBM LEADERSHIP TRAINING NEEDS SURVEY

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. Pursuant to **DM-OUHROD-2026-0149** titled **Implementation of School Organizational Diagnosis Through the Conduct of the SBM Leadership Training Needs Survey**, this Office announces the submission of the completed SBM Training Needs Survey until **Monday, February 2, 2026**.
2. This aims to identify the scope of needs to be able to prioritize training interventions and establish a structured framework for capacity-building tailored to SBM leadership by the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) of the Department of Education.
3. All school heads shall complete the survey accessible through this link [tinyurl.com/SBMFY26-SurveyForm](https://tinyurl.com/SBMFY26-SurveyForm).
4. All respondents must ensure that all basic school information provided in the survey is accurate and complete.
5. Please be reminded that multiple submissions are not allowed. Hereby, respondents are enjoined to review all answers carefully before submitting the survey form.
6. For record purposes and alignment of leadership training at the division level, all schools must keep a copy of the accomplished survey form in their respective SBM folder and submit a copy to the division via this link <https://tinyurl.com/SDOTayabasSCHOOLPLANS2026>.
7. For queries and concerns relative to this requirement, you may contact **Montano L. Agudilla Jr.**, Senior Education Program Specialist at [montano.agudillajr@deped.gov.ph](mailto:montano.agudillajr@deped.gov.ph).
8. For strict and immediate compliance.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl.: As stated

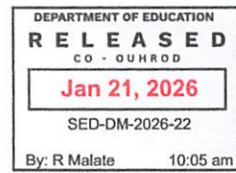
Reference: DM-OUHROD-2026-0149

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

SCHOOL  
TRAINING  
SURVEY

SGOD- conduct of school organizational diagnosis through the completion of the sbm leadership training needs survey  
REC18775-007648/January 28, 2026





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**  
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 Human Resource and Organizational Development and Infrastructure (OUHRODI)

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](https://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](mailto: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**