



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

July 29, 2025

**DIVISION MEMORANDUM**

No. **379** s. 2025

**EAK-ANG KAMPYON NGA ESKUYLAHAN**

**(Video Presentation on Best Practices and Innovations in the Implementation of Programs, Projects, and Activities (PPAs) and School-Based Management (SBM))**

To: **OIC, Office of the Assistant Schools Division Superintendent**  
**Chief Education Supervisors**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Principal/Head Teacher In-charge of the District**  
**Senior/Education Program Specialists**  
**Heads of Public and Private Elementary, Secondary Schools**  
**and Integrated Schools**  
**All Others Concerned**

1. In line with our commitment to promote excellence, transparency, and innovation in our schools, the Schools Division of Aklan is initiating a 10-minute video presentation featuring selected schools' best practices and innovations in implementing their Programs, Projects, and Activities (PPAs), with emphasis on School-Based Management (SBM) along with the six (6) dimensions (Curriculum and Teaching, Learning Environment, Leadership, Governance and Accountability, Human Resource and Team Development, Finance and Resource Management and Mobilization).
2. This initiative aims to:
  - Showcase effective and innovative Programs, Projects, and Activities (PPAs) implemented by schools;
  - Highlight best practices in School-Based Management (SBM); and
  - Encourage collaboration, replication, and institutionalization of best practices in schools.



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

---

3. Guidelines for the Video Presentation:

All schools in the district will prepare a video presentation on the exemplary performance in School-Based Management (SBM) and the effective implementation of Programs, Projects, and Activities (PPAs).

The school will serve as a model institution to showcase best practices and innovative approaches that significantly contribute to enhanced school governance, improved student outcomes, and strengthened community engagement.

The school shall prepare a 3–5-minute video presentation featuring:

- School profile and overview of SBM framework
- Description of key PPAs with innovations and best practices
- Status updates and impact of these initiatives
- Testimonials from school leaders, teachers, students, and community partners

Visual aids such as photos, video clips, charts, and infographics are encouraged to enhance the presentation.

Consent must be obtained from all individuals featured in the video to comply with privacy and ethical standards.

The video should be clear with good audio-visual quality in MP4 File format.

Details of the guidelines is found in the attached enclosures.

4. Attached are the following:

- a. Enclosure No. 1 - Guidelines for Video Presentation
- b. Enclosure No. 2 - Video Presentation Template & Parts
- c. Enclosure No. 3 – Sample Video Script

5. Deadline for submission of the video presentation will be **on or before August 15, 2025, Friday, 5:00 P.M.**, at the Division Office, attn.



---

Poblacion, Numancia, Aklan  
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)  
Website: <https://depedaklan.online>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

---

SEPS June R. Patricio, School Management Monitoring and Evaluation Section. The link for the repository of the video presentation will be sent later. The school shall upload the video presentation using the following (sample) filename format: ***altavasdistrict\_schoolname***.

6. The School Head is requested to coordinate with their respective teachers, non-teaching personnel, and stakeholders to facilitate the production of the video presentation. The Division Office will compile and share these videos as part of our knowledge-sharing efforts and may feature outstanding presentations in upcoming division activities.
7. Your support and cooperation in this initiative are highly appreciated as we continue to foster innovation and excellence in our schools.
8. Immediate dissemination of and compliance with this Memorandum are desired.

  
**FELICIANO C. BUENAFE JR. CESO VI**  
Schools Division Superintendent

Enclosure: As stated  
Reference: DepEd Order No. 007, s. 2024  
To be indicated in the Perpetual Index  
under the following subjects:

**POLICY**

**SCHOOLS**

**SUPERVISION**



---

Poblacion, Numancia, Aklan  
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)  
Website: <https://depedaklan.online>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

---

Enclosure No. 1 of Division Memorandum No. **379**, s. 2025

**GUIDELINES FOR VIDEO PRESENTATION**

1. **Purpose**

- Showcase school's best practices and innovations in PPAs and SBM.
- Present the current status and impact of these initiatives.
- Promote transparency, community engagement, and continuous improvement.

2. **Content Scope**

- School profile and overview of SBM framework in school.
- Description of key PPAs highlighting innovation and best practices.
- Status updates and measurable outcomes of PPAs and SBM activities.
- Testimonials from school leaders, teachers, students, and community stakeholders.

3. **Presentation Style**

- Use clear, engaging narration or speaker presentation.
- Incorporate visuals: photos, video clips, data charts, and infographics.
- Include short interviews or voice clips for authenticity.
- Maintain a positive and inspiring tone.

4. **Technical Quality**

- Ensure clear audio and good lighting.
- Steady camera work and good framing.
- File format: MP4 or compatible



---

Poblacion, Numancia, Aklan  
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)  
Website: <https://depedaklan.online>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

---

- Filename format (*sample*): ***altavasdistrict\_schoolname***

5. **Duration & Time Management**

- Total video length: approximately 3-5 minutes.
- Allocate time thoughtfully to cover SBM and PPAs without rushing.

6. **Ethics & Permissions**

- Secure consent from all featured individuals.
- Respect privacy and copyright regulations.



---

Poblacion, Numancia, Aklan  
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)  
Website: <https://depedaklan.online>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

---

Enclosure No. 2 of Division Memorandum No. 379, s. 2025

**VIDEO PRESENTATION TEMPLATE & PARTS** (3-5 minutes)

1. Opening & Introduction

- School name and logo.
- Welcome message and purpose of the video.

2. School Profile

- Location, size, student population, school personnel, internal and external stakeholders.
- Vision, mission, and values.
- Brief description of your School-Based Management (SBM) structure and objectives.

3. Overview of School-Based Management (SBM)

- Explain how SBM is implemented in your school.
- Roles of stakeholders (school heads, teachers, parents, community).
- How SBM supports decision-making and program implementation.

4. Best Practices & Innovations in PPAs

- Highlight innovative programs/projects/activities.
- Describe what makes them innovative or best practice.
- Show visuals and include short testimonials.

5. Status and Impact of PPAs and SBM

- Current implementation status.
- Outcomes and impact on students, staff, and community.



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

---

- Challenges faced and solutions applied.

6. Testimonials (can be integrated or standalone)

- Brief clips from school leaders, teachers, students, and community members sharing their experiences and views.

7. Summary & Call to Action

- Recap key points on how SBM and PPAs drive school improvement.
- Encourage continued support and participation.
- Provide contact or follow-up information.

8. Closing

- Concluding statement.
- Display school logo and motto or tagline.



---

Poblacion, Numancia, Aklan  
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)  
Website: <https://depedaklan.online>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

---

Enclosure No. 3 of Division Memorandum No. 379, s. 2025

**SAMPLE VIDEO SCRIPT**

-----  
1. Opening & Introduction

“Hello and welcome to [School Name]! We’re excited to showcase our school’s commitment to excellence through innovative programs, projects, and activities, all strengthened by our School-Based Management approach. This video highlights how these efforts contribute to the success of our learners and community.”

-----

2. School Profile

“[School Name] is located in [Area], serving [number] learners from grades [range]. Since our founding in [year], we have been guided by DepEd vision, mission and core.”

-----

3. Overview of School-Based Management (SBM)

“Our School-Based Management framework empowers our teachers, parents, students, stakeholders and community members—to actively participate in decision-making and program implementation. Through regular consultations and committees, SBM ensures that our initiatives reflect the needs of our school community and promote transparency and accountability.”

-----

4. Best Practices & Innovations in PPAs

“Let’s explore some of our standout programs and projects:

- First, our Literacy Enhancement Program uses interactive reading



---

Poblacion, Numancia, Aklan  
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)  
Website: <https://depedaklan.online>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

---

sessions and digital tools to boost student engagement and comprehension. This approach has dramatically improved reading skills across grade levels.

- Second, the Eco-Champs Project encourages students to lead environmental activities, such as waste segregation and tree planting, fostering responsibility and environmental stewardship.
  - Third, our After-School Skills Workshop provides hands-on training in arts, technology, and sports, helping learners discover and develop their talents beyond the classroom.”
- 

#### 5. Status and Impact of PPAs and SBM

“These programs have shown significant progress:

- The Literacy Enhancement Program increased reading proficiency by [percentage]% in the last school year.
- The Eco-Champs Project has engaged over [number] students and reduced campus waste by [percentage]%.
- The After-School Workshops have seen growing participation and positive feedback from students and parents.

Meanwhile, SBM continues to strengthen our school leadership and community partnerships, ensuring these projects are sustainable and responsive to our school’s needs.”

---

#### 6. Testimonials (integrated or standalone)

“Here’s what some members of our school community say:

- ‘The after-school workshops helped me discover my passion for painting,’ shares Maria, Grade 8.
- ‘SBM meetings give us a voice in decisions affecting our children,’ says



---

Poblacion, Numancia, Aklan  
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)  
Website: <https://depedaklan.online>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

---

Mrs. Santos, a parent.”\*

-----

#### 7. Summary & Call to Action

“In summary, our school’s PPAs and strong SBM framework are key to fostering a supportive and dynamic learning environment. We invite all members of our community to continue supporting these initiatives and work together for the betterment of our students.”

-----

#### 8. Closing

“Thank you for watching and learning about [School Name]’s journey toward excellence. Together, we can create a brighter future for our learners. [Display school logo and mantra].”



---

Poblacion, Numancia, Aklan  
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)  
Website: <https://depedaklan.online>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)