



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

January 27, 2026

DIVISION MEMORANDUM

No. **040** s. 2026

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

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 Elementary, Secondary Schools
and Integrated Schools
All Others Concerned

1. In reference to **OUHROD Memorandum DM-OUHROD-2026-0149** dated January 23, 2026, entitled “**Implementation of School Organizational Diagnosis through the Conduct of the SBM Leadership Training Needs Survey,**” this Office hereby enjoins all public-school heads in the Schools Division of Aklan 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.



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



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4. Immediate and wide dissemination of this Memorandum is desired.


FELICIANO C. BUENAFE JR. CESO VI
Schools Division Superintendent

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

POLICY

SCHOOLS

SUPERVISION

JRP/jcm



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DEPARTMENT OF EDUCATION
RELEASED
 C.O. - OUHROD
Jan 21, 2026
 SED-DM-2026-22
 By: R. Malate 10:05 am



SED-DM-2026-22

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
 1/20/2026, 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.
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**