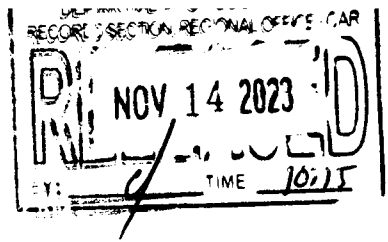




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



13 November 2023

REGIONAL MEMORANDUM
NO. 684.2023

SUBMISSION OF THE 2023 EMERGING (BEST) PRACTICES

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Relative to Regional Memorandum No. 344, s. 2022, **“Contextualized Policy on the Repository of School-Based Management (SBM) Best Practices In Dep-Ed-CAR”**, this office through the Field Technical Assistance Division (FTAD) reiterates the guidelines and format contained in this memo to be followed.
2. The deadline for the final submission of the Schools Division Offices’ Emerging (Best) Practices with Exemplary (3 years and more) Implementation for the year will be on November 15, 2023 at 12:00 midnight.
3. Enclosed are the checklist of documents/ attachments and forms to be accomplished. Submit Scanned document through the SDO Document Tracking System (DTS) to the Regional Office (RO) DTS. The complete set of documents and video will be sent to <https://tinyurl.com/3hy92z2z>. Incomplete papers and videos will not be included in the Regional Assessment.
4. Immediate and widest dissemination of this memorandum is desired.


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Director IV/Regional Director 



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DepEd Tayo Cordillera



<https://depedcar.ph>

Enclosure 1 to RM NO. 684 . 2023

List of Document and attachments/Video foe Emerging (Best) Practices

1. Transmittal from School to District submitted for assessment
2. Transmittal from District assessment committee to SDO for assessment of SDO
3. Signed Endorsement of SDS from SDO to RO
4. Executive Summary of the Innovation with attached picture will follow the the following format (Guideline Procedure Part V.c and Enclosure No 2)
 - a. Maximum words: 500 words
 - b. File format: PDF
 - c. Paper size: A4
 - d. Spacing : Single Spaced
 - e. Font Style: Bookman Old Style
 - f. Font Size: 11
 - g. Margins: 1"all sides
 - h. Header and Footer: Official School/ SDO Footer
5. Assessment Result properly signed by validation committee endorsed by SGOD/CID Chief, recommended by ASDS and approved by SDS.(Enclosure 3 and 5 of RM 344 s 2022)
6. Video to follow the following format ((Guideline Procedure Part V.d)

	Identified Format	Specification
a.	Resolution	HD720p(1280 x 720 pixels)
b.	Saving/ Storing	MP4
c.	Time	5 minutes
d.	Music must not be copyrighted	Original sounds
E.	Text/Captions	Readable and bold
f.	Introduction	10 seconds
g.	Narration	Clear, no background noise/music made in silent space area

Reference: Regional Memorandum (July 1, 2022) No. 344 s. 2022.
Regional Memo, (July 7, 2023) NO 344, s. 2023.

Enclosure 2 to RM No. 684 . 2023

Executive Summary Template:

EXECUTIVE SUMMARY of EMERGING (Best) PRACTICE	
Title	
Area	
Category	
Number of Implementing Years	
Proponent/s	
School	
Schools Division Office	
<p><i>...Write Executive Summary here of not more than 500 words.....</i></p>	