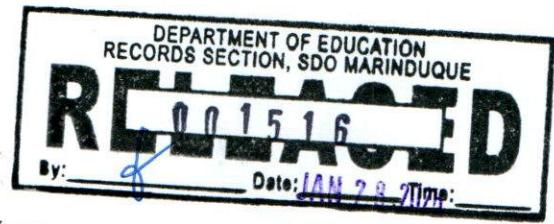




Republic of the Philippines



**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE

**Office of the Schools Division Superintendent**

**MEMORANDUM**

SGOD-2026-021

To: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
All School Heads, Elementary, Integrated, and Secondary Schools  
District SBM/SGC Coordinators  
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

SUBJECT: **IMPLEMENTATION OF SCHOOL ORGANIZATIONAL DIAGNOSIS  
THROUGH THE CONDUCT OF THE SCHOOL-BASED MANAGEMENT  
(SBM) LEADERSHIP TRAINING NEEDS SURVEY**

DATE: January 28, 2026

1. In reference to Memorandum FTAD-2026-001 titled *Implementation of School Organizational Diagnosis through the Conduct of the School-Based Management (SBM) Leadership Training Needs Survey* dated January 27, 2026, this Office, through the School Governance and Operations Division – School Management, Monitoring and Evaluation Section, instructs all public elementary, integrated, and secondary school heads to complete the Google Survey Form which can be accessed at [tinyurl.com/SBMFY26-SurveyForm](https://tinyurl.com/SBMFY26-SurveyForm) until February 9, 2026.
2. School heads are tasked to complete the survey and must ensure that all basic information provided in the survey is accurate and complete. Multiple submissions are not allowed. Respondents are expected to carefully review their answers before submitting the survey form.
3. Only DepEd email addresses (personal and school accounts) should be used and declared for this purpose.
4. For queries and clarifications, please contact Mrs. Maita M. Lazares, Chief Education Supervisor – SGOD, and/or Dr. Fretzie P. Alcantara, Senior Education Program Specialist – SMM&E/Division SBM Coordinator through this email address: [smme.depedmarinduque@gmail.com](mailto:smme.depedmarinduque@gmail.com).
5. For information, guidance, and strict compliance of all concerned.