

# **SCHOOL-BASED MANAGEMENT SYSTEM**

## **OPERATIONS MANUAL**

**USER GUIDE**

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## **IMPORTANT NOTES**

The screenshots in this manual may display different names and items than what is implemented for your respective schools.

All functionalities will still be the same.

## **UPDATE LOGS**

v1.0.5.0 – Initial Release

v1.0.5.1 – Functionality Update

- Fixed the filter resetting bug in the Checklist Filter.
- Fixed the application task bar tray icon not updating when uploading/downloading.
- Fixed the Navigation Bar cancelling the upload/download of files being uploaded/downloaded.

v1.0.5.2 – Bug Fixes

- Fixed the “Remove” button on Upload Settings not removing items.



## **Section 1: The Rationale**

The Department of Education (DepEd) has issued DepEd Order No. 7, 2024, to provide comprehensive guidelines on the implementation of the Revised School-Based Management (SBM) System. This order aims to enhance the quality of education by decentralizing decision-making authority to the school level, thereby fostering a culture of continuous improvement and accountability.

The E-SBM (Enhanced School-Based Management) Database Tracking System is designed to store and manage documents efficiently. This system helps streamline the process of providing technical assistance by ensuring that all necessary documents are easily accessible and well-organized. By decentralizing document storage, it becomes much simpler for school leaders and Division Field Technical Assistance Composite Teams (DFTACTs) to retrieve information, track progress, and offer timely support where needed.

DepEd Order No. 7, 2024, represents a significant step towards strengthening the School-Based Management System in the Philippines. By decentralizing decision-making, promoting continuous improvement, providing technical assistance, aligning with national policies, and enhancing accountability, the order aims to create a more responsive and effective educational system.

## **Section 2: Introduction**

The School-Based Management System is an application made to easily submit your school documents requested by your school.



## Section 3: Dashboard

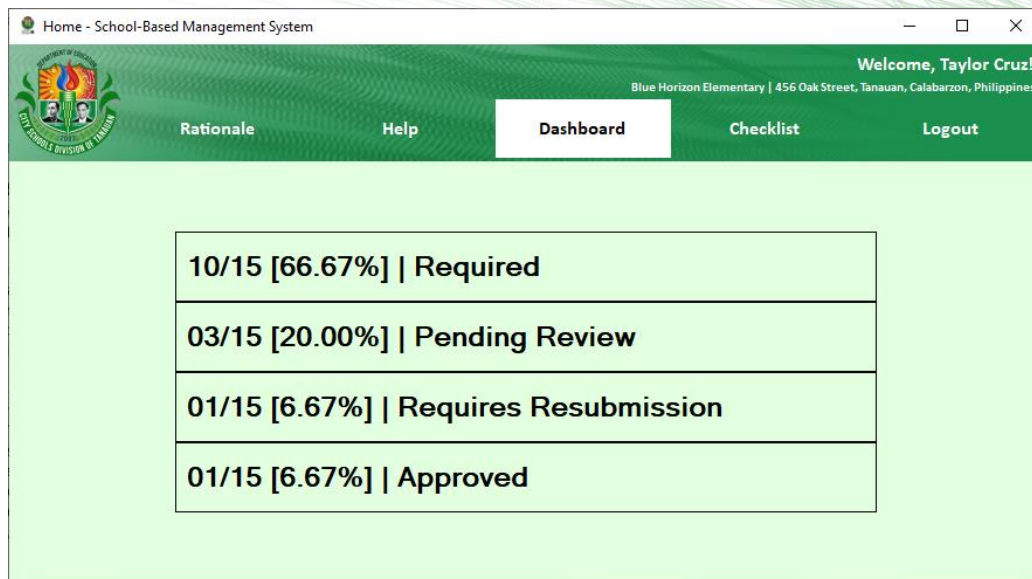


Figure 1.1: The Dashboard

The User Dashboard displays the item count you currently have for your school. This consists of four statuses:





 Required - Documents that needs to be accomplished.	 Pending - Documents awaiting review.	 Accepted - Documents are approved, no changes are required.	 Denied - Documents are not approved, changes are required to be reuploaded.
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Figure 1.2: The Status Table

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The Dashboard also shows the count of items per status. You may click on one of the buttons in the Dashboard Menu to pre-apply a filter to the Checklist Window shown below. (More of checklist filters in [Section 4](#)).



Figure 1.3: Selecting “Pending” Status as shortcut to showing all Pending Items in the Checklist

## Section 4: Checklist – Basic Operation

The Checklist shows the items currently assigned per school. This window also allows uploading documents per item.

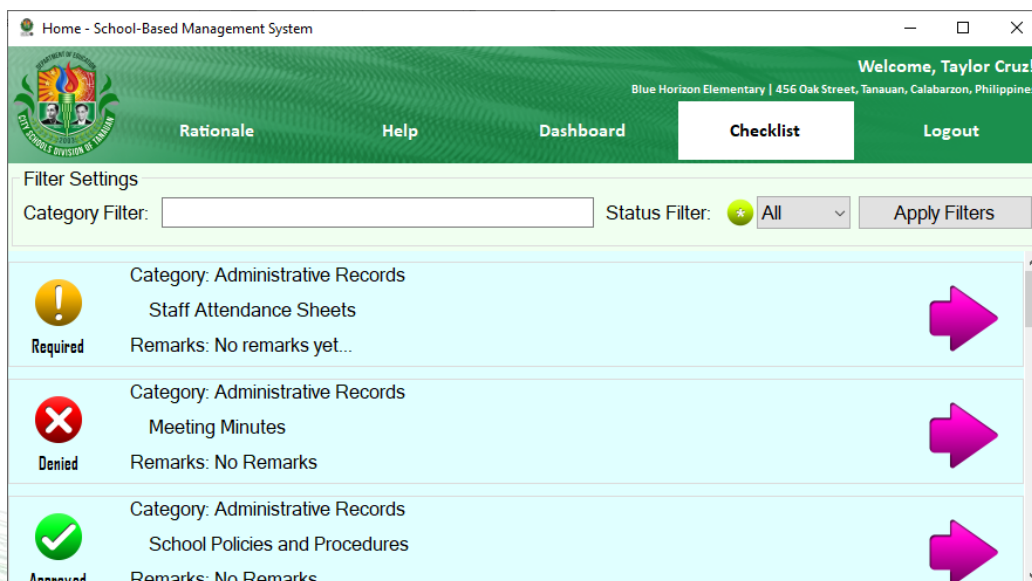


Figure 2.1: The Checklist Window



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The checklist window has a Filter Settings menu, which contains the following:

1. Category Filter: This field can narrow down the selection by the category name in a partially-matching fashion from the start, middle, or end.
2. Status Filter: Filter your items based on its current status.
3. Apply Button: Set the filters into action.






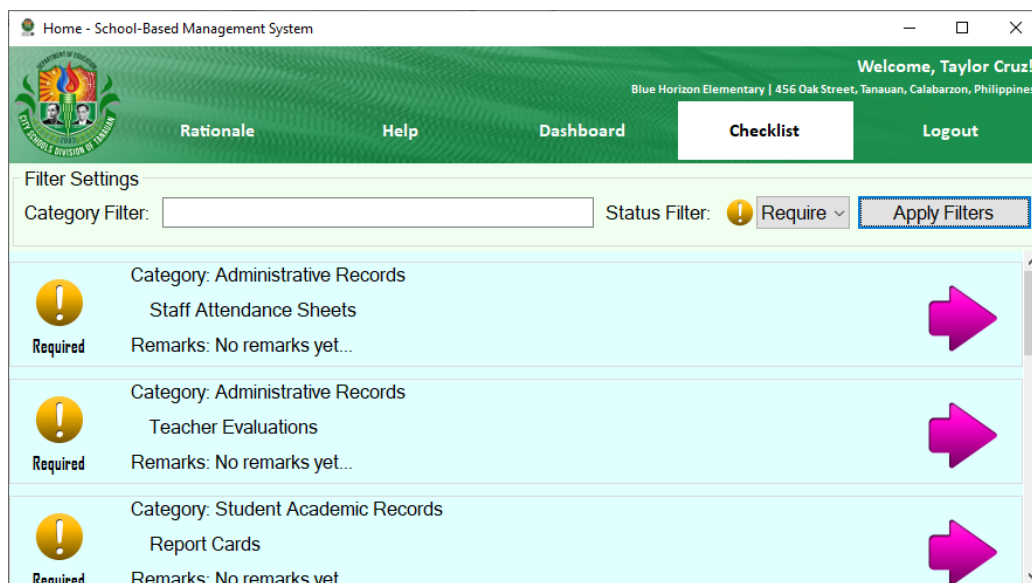
Filter Settings

Category Filter:

Status Filter:  All

Figure 2.2: Checklist Filter Settings Menu

You may upload files of a specific item through the checklist by clicking the  "Select" icon at the side of the window. You can only upload files on items that have the statuses  Required and  Denied.




Home - School-Based Management System

Welcome, Taylor Cruz!  
Blue Horizon Elementary | 456 Oak Street, Tanauan, Calabarzon, Philippines

Rationale Help Dashboard **Checklist** Logout

Filter Settings

Category Filter:

Status Filter:  Require







 Required	Category: Administrative Records Staff Attendance Sheets Remarks: No remarks yet...	
 Required	Category: Administrative Records Teacher Evaluations Remarks: No remarks yet...	
 Required	Category: Student Academic Records Report Cards Remarks: No remarks yet...	

Figure 2.3: List of Required Items, filtered

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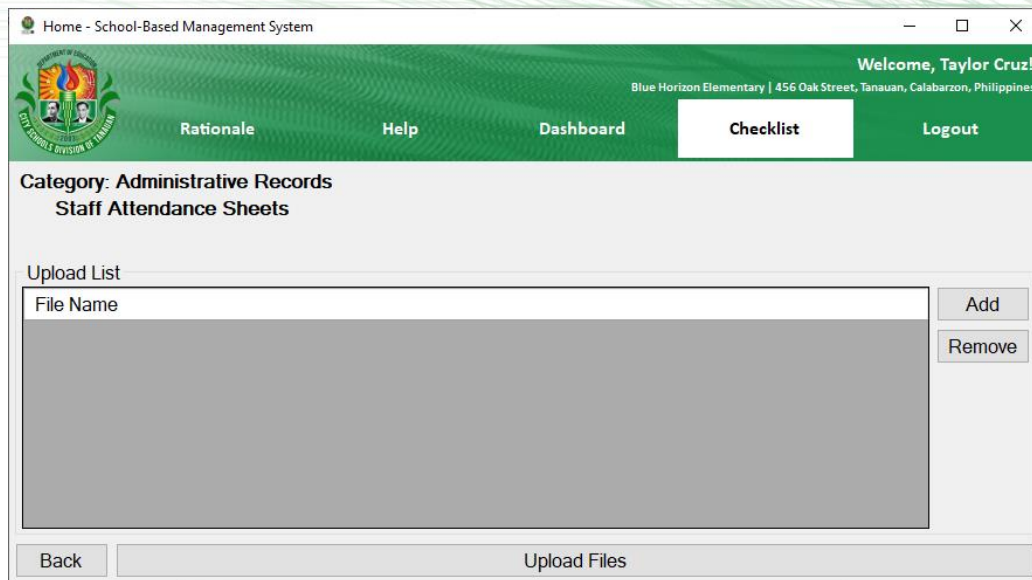


Figure 2.4: Upload Window

In the Upload Window, you can add multiple files that shall satisfy your submission for approval. Press Add to select the files you want to upload; a file selection program will pop up.

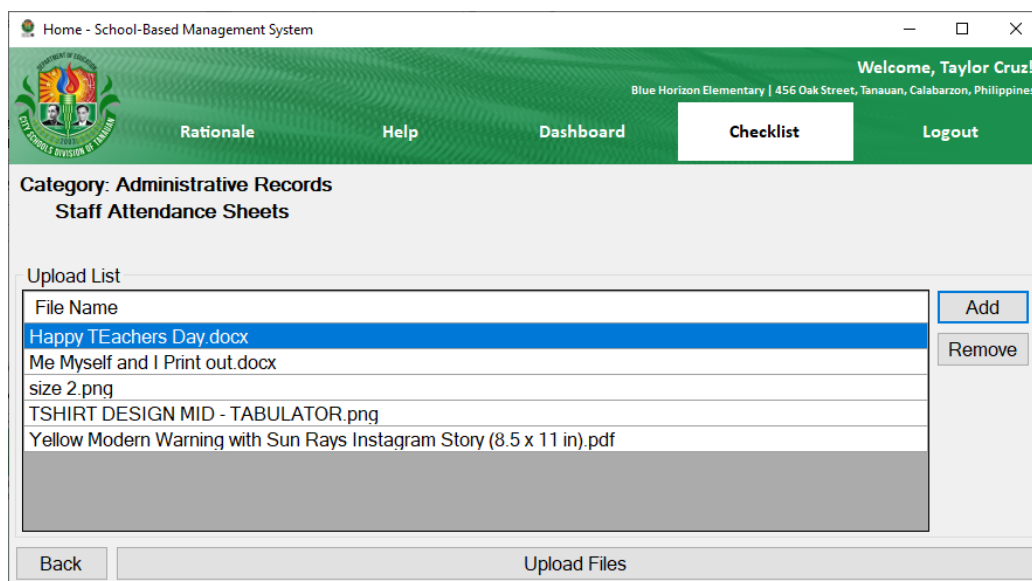


Figure 2.5: Upload Window with Files selected



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You may also remove an item you were not meant to include. Select an item on the table and press “Remove”. In the example below, we will select the file size 2.png.

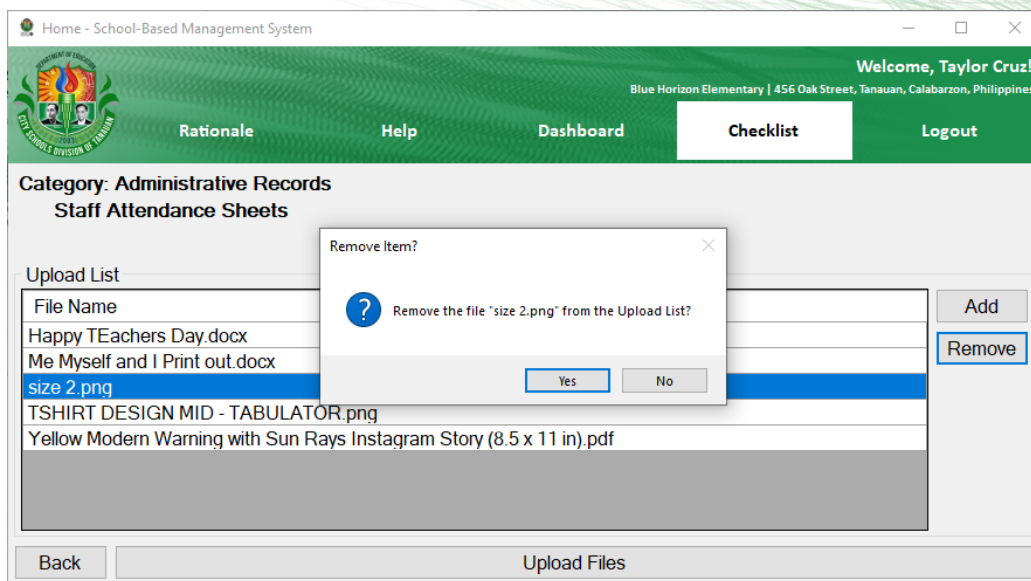


Figure 2.6: Removal Prompt of an item

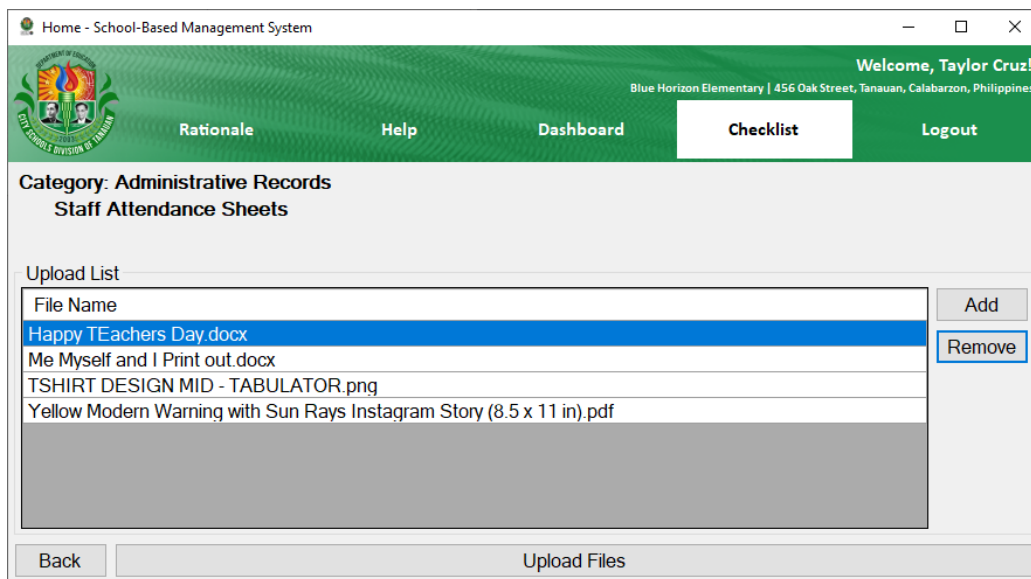


Figure 2.7: File “size 2.png” removed from the list of files to upload

You may not click the button “Upload Files” under the table of files to upload, shown in the example above.

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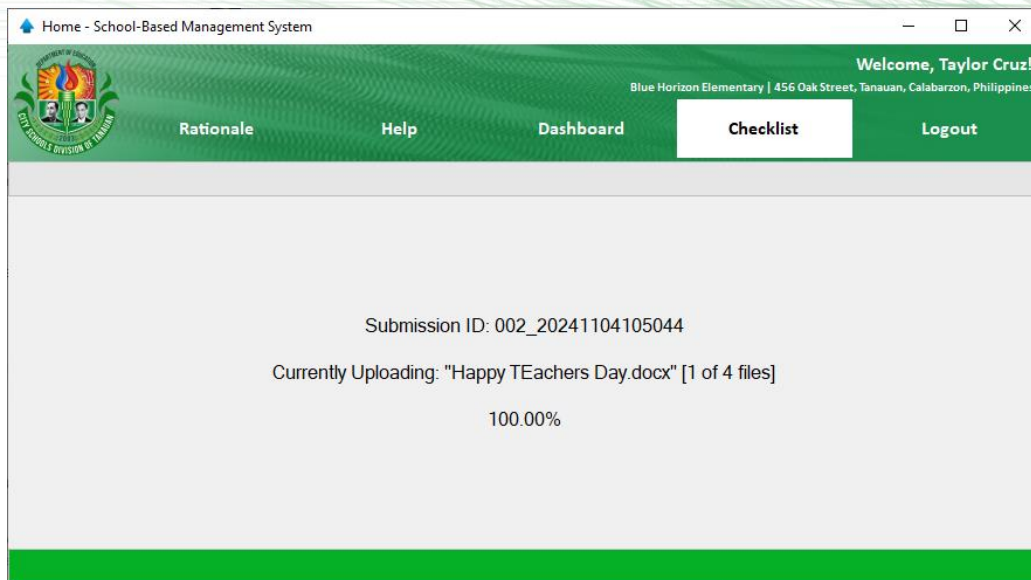


Figure 2.8: Uploading files

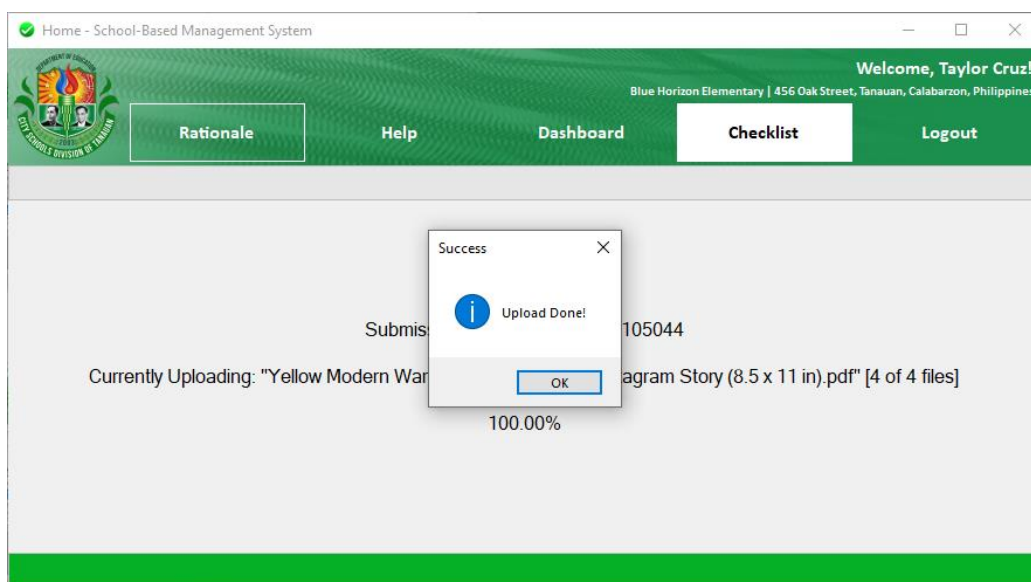


Figure 2.9: Uploading Done

**NOTE:** You must not close the application while it is uploading the files you selected. If the internet is somehow cut and the upload of a file fails, it will retry in intervals and can resume uploading when internet is restored.



### Section 5: Checklist – Filter Usage

The Checklist Filter Menu contains 2 filters for the user, (See [Figure 2.2](#))

- Checklist Filter – Allows the search of relevant items based on the matching word inside the field.

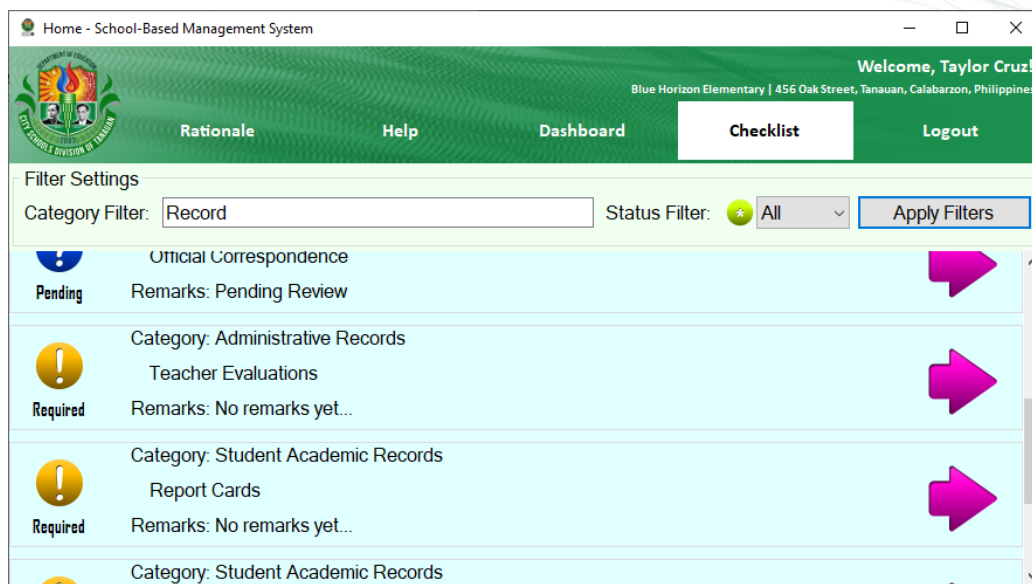


Figure 3.1: Category Filter set to find categories with the word “Record”

- Status Filter – Allows the search of items based on the status alone.

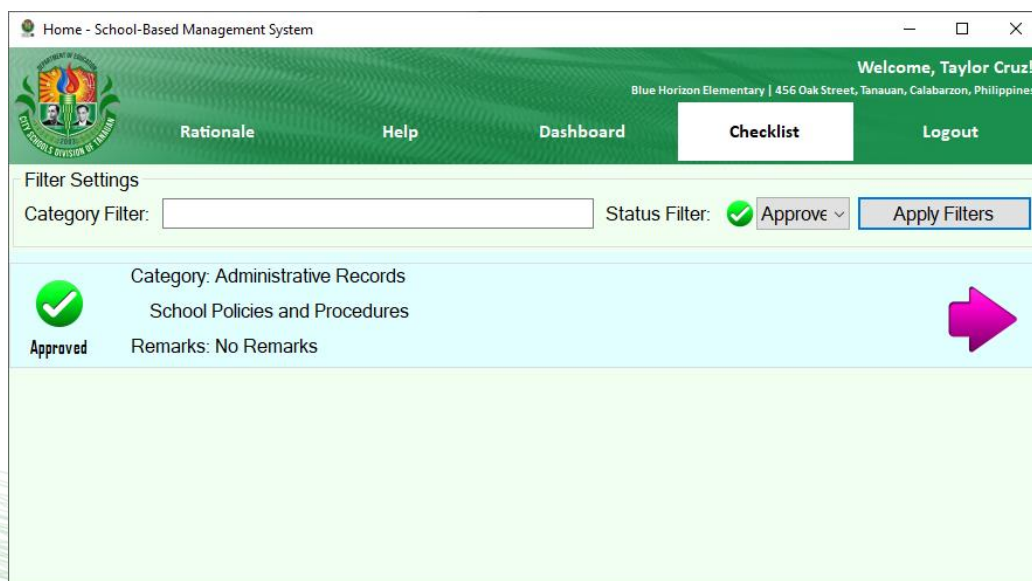


Figure 3.2: Status Filter set to find categories that have the “Approved” Status

**Manual Version: v1.0**

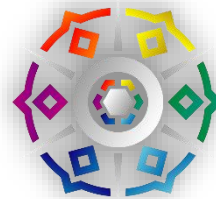
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**Developer's Links**



**[SolarPH](#)**



**[MARCsystems](#)**