



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2022-042

To : Assistant Schools Division Superintendent
SGOD & CID Chiefs
Concerned Schools Division Office Personnel

Subject : **COMPOSITE TEAM WHO SHALL VALIDATE AND VERIFY THE DATA SUBMITTED BY THE SGCs**

Date : October 6, 2022

Relative to the implementation of DM-HROD-2022-0090 **Initial Roll-out of the SGC Functionality Assessment Tool for Secondary Schools**, the Schools Division of Digos City shall create a composite team who shall validate and verify the data submitted by the School Governing Councils (SGCs).

The team shall be composed of the following:

Chair	Sollie B. Oliver, JD, MATE	SGOD Chief
Members	Cherrie Anne B. Bohol	EPS, SGOD
	Reyzen Monserate	EPS II,
	Eleser P. Mateo	SEPS, M&E
	Julie Anne P. Ampa	Acting EPS II, HRD

The SDO Composite Team shall have access to the responses (backend data) of their respective Google Forms. They shall validate the accuracy of data submitted by the schools via Google Forms through checking of the Means of Verifications (MOVs). They may conduct a field visit if necessary.

In the event where they find issues on the data submitted by the SGCs, i.e. unmet indicators that were identified as met, indicators identified as met but did not submit the appropriate MOV, the SDO shall inform the school and rectify the data.

In case the schools submit multiple responses, the SDO shall consider the latest response as reference for the data validation to be conducted by the SDO Composite Team.



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



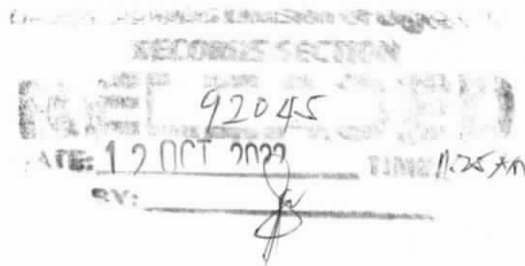
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Upon validation, the SDO shall submit Enclosure No. 3- SDO Summary of Validated Data to the Regional Office via e-mail not later than November 25, 2022.

For information, guidance and compliance.

CRISTY C. EPE
Schools Division Superintendent



Enclosed: As stated.
SGOD/cab

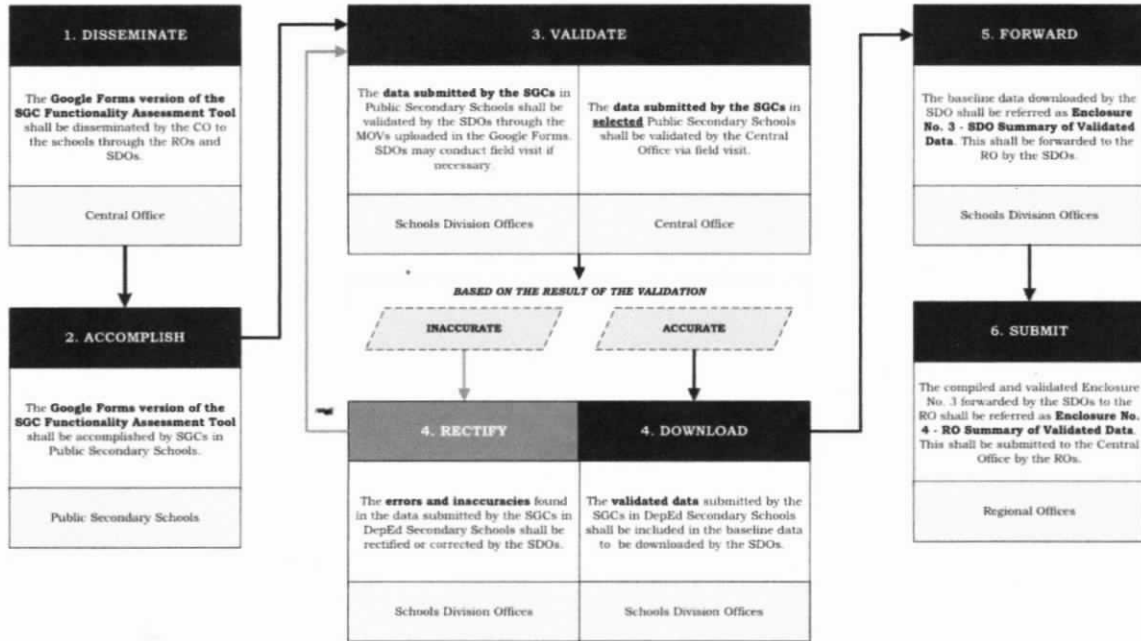


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PROCESS FLOW OF THE DATA COLLECTION AND REPORT GENERATION OF THE SGC FUNCTIONALITY ASSESSMENT TOOL

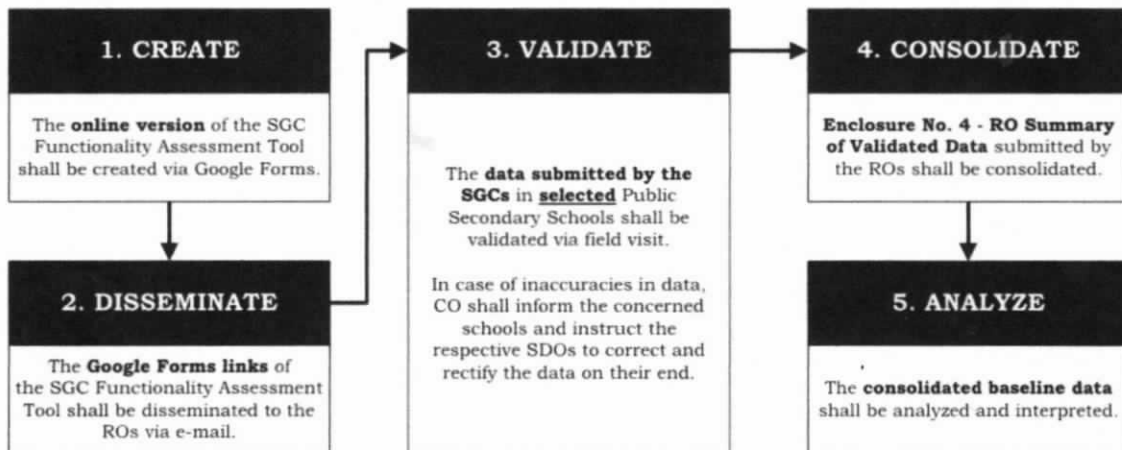
To ensure smooth implementation of the tool, procedures on the **Data Collection** and **Report Generation** are stated below.

GENERAL PROCESS FLOW



The General Process flow above shall be broken down per Governance Level to better guide the Central Office (CO), Regional Offices (RO), Schools Division Offices (SDO), and schools of their roles and responsibilities regarding the accomplishment of the SGC Functionality Assessment Tool.

Central Office

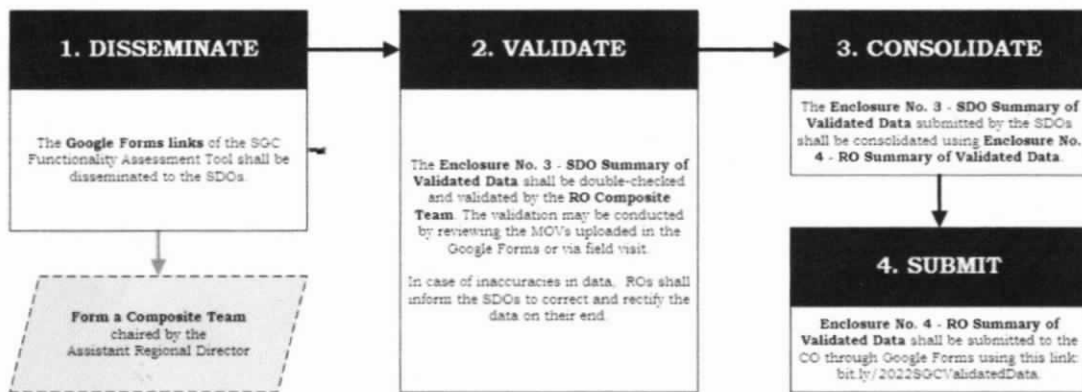


The Central Office shall create the Google Forms version of the SGC Functionality Assessment Tool and shall disseminate the link to the ROs through e-mail.

The CO shall validate the data submitted by the SGCs in select Public Secondary Schools a week after the initial roll-out of the tool. The field visit in select schools intends to check and ensure the validity of the Means of Verifications (MOVs) submitted by the SGCs. In case of inaccuracies found in the submission, the CO shall inform the concerned schools and instruct the respective SDOs to correct and rectify the data on their end.

The CO shall consolidate and analyze the validated data submitted by the ROs using Enclosure No. 4 – RO Summary of Validated Data. This shall be used as reference in identifying strategies and interventions to further strengthen the implementation of the policy.

Regional Office



The RO shall share the link of the **Google Forms version of the SGC Functionality Assessment Tool** with their respective SDOs.

The RO shall create a **composite team** who shall validate the data and verify the results submitted by the SDOs using Enclosure No. 3 – SDO Summary of Validated Data. The team shall be composed of the following:

Chair	Assistant Regional Director
Members	3-5 members including the Regional School-Based Management Coordinator

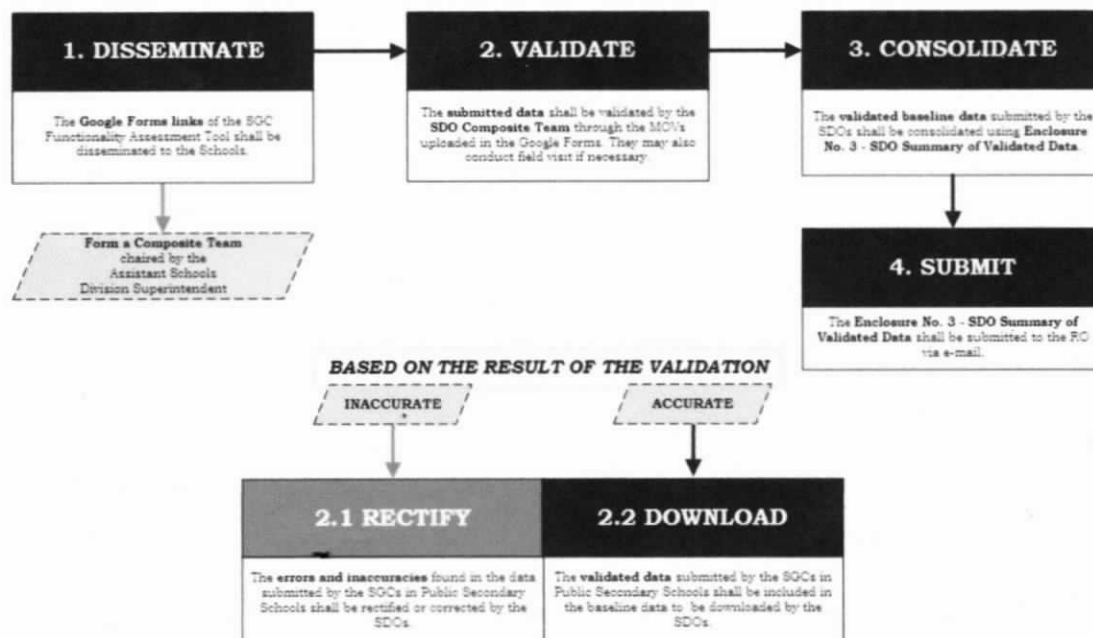
If deemed necessary, ROs may add member/s to the composite team.

The RO Composite Team shall double check and validate the data in Enclosure No. 3 – SDO Summary of Validated Data submitted by the SDOs. They may also conduct a field visit if necessary. In case of inaccuracies found in the submission, the RO shall inform the respective SDOs to correct and rectify the data on their end.

The RO shall consolidate all Enclosure No. 3 – SDO Summary of Validated Data submitted by the SDOs using Enclosure No. 4 - SDO Summary of Validated Data.

Upon RO's validation, the RO shall upload Enclosure No. 4 to this link: bit.ly/2022SGCValidatedData

Schools Division Office



The SDOs shall inform the schools to accomplish the **SGC Functionality Assessment Tool** using the Google Forms link provided.

The SDOs shall create a **composite team** who shall validate and verify the data submitted by the SGCs. The team shall be composed of the following:

Chair	Assistant Schools Division Superintendent
Members	3-5 members including the SDO School-Based Management Coordinator

If deemed necessary, SDOs may add member/s to the composite team.

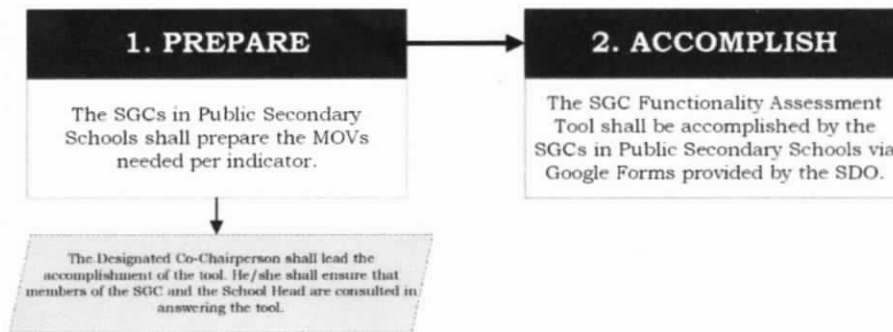
The SDO Composite Team shall have access to the responses (backend data) of their respective Google Forms. They shall validate the accuracy of data submitted by the schools via Google Forms through checking of the Means of Verifications (MOV). They may conduct a field visit if necessary.

In the event where they find issues on the data submitted by the SGCs, *i.e., unmet indicators that were identified as met, indicators identified as met but did not submit the appropriate MOV*, the SDO shall inform the school and rectify the data.

In case the schools submit multiple responses, the SDOs shall consider the latest response as reference for the data validation to be conducted by the SDO Composite Team.

Upon validation, the SDO shall submit Enclosure No. 3 – SDO Summary of Validated Data to the RO via e-mail.

Schools



All SGCs of Public Secondary Schools shall answer the Google Forms version of the SGC Functionality Assessment Tool using the link provided by their respective SDO. The Designated Co-Chairperson shall facilitate the accomplishment of the tool. He/she shall ensure that the council and the school head are properly consulted.

Upon accomplishment of the tool, they shall undergo validation conducted by the SDO Composite Team. They shall provide the MOVs requested to ensure compliance the functionality indicators.