



Republic of the Philippines
Department of Education

REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024- 297

To : Assistant Schools Division Superintendent
CID & SGOD Chiefs
Secondary Schools District PSDSS
Division Composite Team on the SGC Functionality Tool
Secondary School Heads
All others concerned

Subject : **REVISED SGC FUNCTIONALITY ASSESSMENT TOOL FOR
SECONDARY SCHOOLS**

Date : April 18, 2024

In reference to Regional Memorandum FTAD-2024-011, the field is hereby informed of DepEd Memorandum **DM-OUHROD-2024-0696**, re: Revised SGC Functionality Assessment Tool for Secondary Schools.

The **Implementing Guidelines on the Establishment of School Governance Council (SGC)** or **DepEd Order 26, s. 2022**, mandates all public schools to establish their respective SGCs to strengthen the role of school stakeholders as partners in providing learners accessible and quality education, upholding children's rights, and promoting respect and well-being in the learning environment to ensure effective education service delivery.

To strengthen the implementation of the policy, the SGC Functionality Tool for Secondary Schools was developed to collect information in identifying priority areas that may need support and assistance from the different governance levels. The collection of baseline information commenced last September 2022 and concluded last March 2023. Consequently, the collection of endline information began last **September 25, 2023** and shall be concluded on **June 21, 2024**.

However, last **March 8, 2024**, there was an unexpected interruption in the accomplishment of the SGC Functionality Assessment Tool due to the exceeded quota of the workspace storage of the Department of Education Google Accounts. This put the submission and validation of the SGC MOVs on hold for one (1) month.

The recovery of Google Accounts ensued last April 02, 2024, however the recurrence of the technical issue is non-guaranteed. In view of this, the Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHROD-SED) closed the links to the 2023 SGC Tool and reports and transferred



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Republic of the Philippines
Department of Education

REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

them to a new Google account with bigger storage. Thus, **new links to the tool and reports shall be provided.**

In view of the foregoing, the following enclosed documents are issued for guidance and reference:

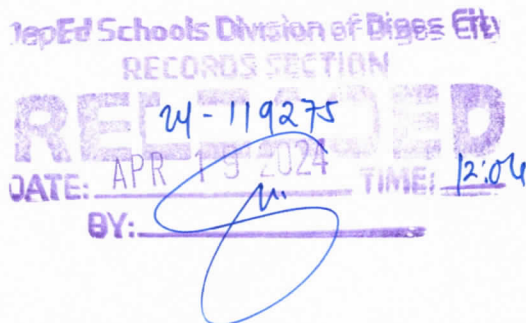
- Enclosure No. 1- SGC Functionality Assessment Tool (for reference)
- Enclosure No. 2- Revised Process Flow of the Data Collection and Report Generation of the SGC Functionality Assessment Tool
- Enclosure No. 3- Report 2- SDO Validation Report
- Enclosure No. 4- Resubmission Monitoring Sheet
- Enclosure No. 5- Report 3- RO Monitoring Tool
- Enclosure No. 6- Schedule of the Resumption of Data Collection, Validation and Report Generation of the Tool

For queries and concerns, kindly contact Mrs. Cherrie Anne B. Bohol of SGOD.

For dissemination and appropriate action.

For and in the absence of the
Schools Division Superintendent

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge



Enclosed: As stated.
SGOD/cab



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29422



Schools Division Office - Davao City
RECORDS SECTION

Republic of the Philippines
Department of Education
DAVAO REGION

16 APR 2024

119275

10:00

Office of the Regional Director

REGIONAL MEMORANDUM
FTAD-2024-011

To : Schools Division Superintendents

Subject: **REVISED SGC FUNCTIONALITY ASSESSMENT TOOL FOR
SECONDARY SCHOOLS**

Date : April 15, 2024

Attached is DepEd Memorandum DM-OUHROD-2024-0696 on the Revised School Governance Council (SGC) Functionality Assessment Tool for Secondary Schools. Details are contained in the aforementioned enclosure and are self-explanatory.

Immediate dissemination of this memorandum is desired.

DEPARTMENT OF EDUCATION - DAVAO REGION
RECORDS SECTION

RELEASED

By:

Apr. 16, 2024

Date

29422

REBONFAMIL R. BAGUIO

Director III

Officer-In-Charge

Office of the Regional Director

Enclosed: As stated.

ROF2/rsm



Address: F. Torres St., Davao City (8000)
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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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4-15-24 8:18

MEMORANDUM
DM-OUHROD-2024-0696

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : WILFREDO E. CABRAL
Regional Director
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : REVISED SGC FUNCTIONALITY ASSESSMENT TOOL FOR
SECONDARY SCHOOLS

DATE : April 11, 2024

The *Implementing Guidelines on the Establishment of School Governance Council (SGC)* or **DepEd Order 26, s. 2022**, mandates all public schools to establish their respective SGCs to strengthen the role of school stakeholders as partners in providing learners accessible and quality education, upholding children's rights, and promoting respect and well-being in the learning environment to ensure effective education service delivery.

To strengthen the implementation of the policy, **the SGC Functionality Assessment Tool for Secondary Schools was developed** to collect information in identifying priority areas that may need support and assistance from the different governance levels. The collection of baseline information commenced last September 2022 and concluded last March 2023. Consequently, the collection of endline information began last **September 25, 2023** and shall be concluded on **June 21, 2024**.

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The recovery of Google Accounts ensued last April 02, 2024, however the recurrence of the technical issue is non-guaranteed. In view of this, the **Bureau of Human**

DepED
MATATAG



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Doc. Ref. Code	PAWMA-F-018	Rev	00
Effectivity	08.20.21	Page	1 of 2



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Resource and Organizational Development-School Effectiveness Division (BHROD-SED) closed the links to the 2023 SGC Tool and reports and transferred them to a new Google account with bigger storage. Thus, **new links to the tool and reports shall be provided.**

In view of the foregoing, the following enclosed documents are issued for guidance and reference:

- Enclosure No. 1 - SGC Functionality Assessment Tool (for reference)**
- Enclosure No. 2 - Revised Process Flow of the Data Collection and Report Generation of the SGC Functionality Assessment Tool**
- Enclosure No. 3 - Report 2- SDO Validation Report**
- Enclosure No. 4 - Resubmission Monitoring Sheet**
- Enclosure No. 5 - Report 3 – RO Monitoring Tool**
- Enclosure No. 6 - Schedule of the Resumption of Data Collection, Validation and Report Generation of the Tool**

For queries and concerns, kindly contact **Ms. Jeanne Nicole Grageda/Mr. Sebastian Cheng** of BHROD-SED through email at bhrod.sed@deped.gov.ph.

For dissemination and appropriate action.

[BHROD-SED/Grageda]



SCHEDULE OF THE RESUMPTION OF THE DATA COLLECTION, VALIDATION AND REPORT GENERATION OF THE TOOL

For the timeline of activities this year, kindly refer to the table below:

DATE	ACTIVITY
April 16, 2024 – June 21, 2024	Resumption of the Accomplishment of the SGC Functionality Assessment Tool and Validation of the Report 2: SDO Validation Tool
May 7-8, 2024	7th Progress Check
June 4-5, 2024	8th Progress Check
June 21, 2024	Conclusion of Roll-Out of the SGC Functionality Assessment Tool SY 2023-2024 Deadline of SDO Certification of the Accomplished Report 2: SDO Validation Tool (to be submitted to the RO)
July 19, 2024	Deadline of RO Certification that certifies Report 3: RO Monitoring Tool correct and accurate. Template: bit.ly/2023SGC-ROCert Certification Submission Form: bit.ly/2023SGC-ROSubmissionForm



Enclosure No. 3 to DM-OUHROD-2024-0696

Report 2: SDO Validation Tool

Description:

1. Validate the MOVs submitted by the schools (For the SDO only)
2. Determine the Status of each school (Functional, Unvalidated, No Submission, Not Yet Functional)
3. Determine the Final Score of each school regarding their SGC Functionality Status (10/12 = FUNCTIONAL); and,
4. Determine the Number of Functional SGCs (based on Validated Data) in the Division.

Instructions on how to validate:

1. Go to Report 2: SDO Validation Tool;
2. Go to Functionality Indicator 1 columns;
3. Click the link to the MOV.
4. Check and assess if the MOV submitted by the school is correct;
5. If the MOV satisfies the minimum requirement for the Sub-indicator, tick box under "Valid"
- If the MOV does not satisfy the minimum requirement for the Sub-indicator, tick the box under "Invalid"
6. Every valid MOV for Primary Sub-Indicators counts as 1 in the Final Score. To be FUNCTIONAL SGC, the school must accomplish 10/12 VALID Primary-Sub-Indicators.

[RO] SGC Functionality Assessment Reports (SGCFAT Reports) ☆ [Icons] [Share]

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Report 2: SDO Validation Tool

Region

				Final Score	
				10	
				10	
				10	
				7	
				1	
				1	
				2	
				3	
				10	

Primary Functionality Indicator - Primary Sub-Indicators

MOM of Regular Meeting	Valid	Invalid	Missed
MOV Link	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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+ [Icons] Report 2: SDO Validation Tool [RMS] Report 3: RO Monitoring Tool

This is just a printed copy of the tool for reference purposes only. Please do not use this as an official tool for submission to Central Office.

Enclosure No. 5 to DM-OUHROD-2023-0696

Report 3: RO Monitoring Tool

Description:

1. Determine the completion status of the Region or each SDO.

Instructions on how to use the Report 3: Monitoring Tool:

1. Check the Regional Completion Rate on the schools' accomplishment on the SGC Functionality Assessment Tool.
2. Check the Total Number of Functional SGCs in the Region; and,
3. Monitor the Submission Rate of each Division in the Region.

[RO] SGC Functionality Assessment Reports (SGCFAT Reports) ☆ [Share] [Print]

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2023 SGC Functionality Assessment Tool

2023 SGC Functionality Assessment Tool

Region

Region	Total Functional SGCs
1	

Total Active Submissions: 0
Regional Completion Rate: 0%
Total Functional SGCs: 0

Report 2: SDO Validation Tool RMS Report 3: RO Monitoring Tool

This is just a printed copy of the tool for reference purposes only. Please do not use this as an official tool for submission to Central Office.



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