



Republic of the Philippines
Department of Education

REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024-247

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 : **MONITORING AND TECHNICAL ASSISTANCE PROVISION ON
THE SGC FUNCTIONALITY TOOL FOR SECONDARY SCHOOLS**

Date : April 22, 2024

This is in reference to Regional Memorandum FTAD-2024-012 informing the field on the monitoring and technical assistance provision which shall be conducted by the Regional Composite Team. This activity aims to ensure compliance of all the concerned schools to the SGC Functionality Assessment Tool and improve SGC functionality. The said activity is in compliance with DepEd Memorandum DM-OUHROD-2024-0696, s. 2024 and Regional Memorandum FTAD-2024-011 on the Revised SGC Functionality Assessment Tool for Secondary School.

Below is the schedule of the Regional Monitoring and Technical Assistance (TA) provision in Digos City:

Date	Composite Team (RFTAT/DivTAT)	Office/Designation	
June 6, 2024	Regional Composite Team	Rebonfamil R. Baguio	ORD/ARD
		Aris B. Juanillo	FTAD/CES
		Ronnie S. Mercado	FTAD/EPS
		Aida P. Placencia	FTAD/EPS
	Division Composite Team	Maria Genevieve T. Francisquete, CESO VI	ASDS
		Sollie B. Oliver, JD, MATE	SGOD Chief
		Cherrie Anne B. Bohol	SGOD/EPS/SBM Coor
		Reyzen Monserate	SGOD/SEPS, SMME
		Peter-Jason C. Senarillos	SGOD/SEPS, SMN
		April Rose O. Alcala	SGOD/PDO 1, YFP



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Republic of the Philippines
Department of Education

REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

Below is the timeline relative to the aforementioned activity:

Activity	Date	Persons Involved
Virtual Meeting on School Governance Functionality Assessment Tool for Secondary Schools Agenda: 1. Updates on the SGC Functionality End line Survey specifically on the a. Revised SGC Functionality Assessment Tool for Secondary Schools; and b. Regional Monitoring and Provision of Technical Assistance 2. -Division Monitoring and Provision of Technical Assistance -Validation of MOVs	April 24, 2024 @ 1:30 a.m. meet.google.com/iwp-bktt-cgk	Secondary Schools District PSDSs -Jessica Lucero -Gervasio Salinas, Jr. Secondary School Heads Division Composite Team
*Division Monitoring and Provision of Technical Assistance *Validation of MOVs	April 25-26, 29-30, May 2-3	Division Composite Team Secondary school heads
Uploading of MOVs in the link provided by the BHROD of Central Office	April 25-May 31, 2024	Secondary school heads SGC members
Regional Monitoring and Provision of Technical Assistance	June 6, 2024	Regional Composite Team Division Composite Team Secondary Schools PSDSs Secondary school heads



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REGION XI
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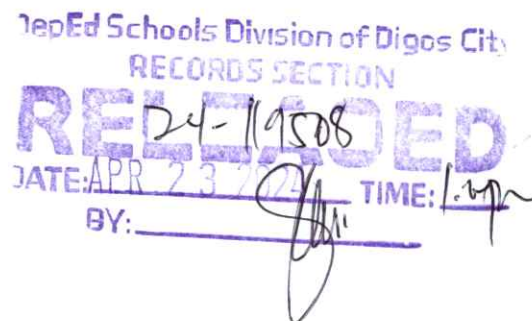
Office of the Schools Division Superintendent

Conclusion of Roll-out of the SGC Functionality Assessment Tool SY 2023-2024	June 21, 2024	Secondary school heads
Deadline of SDO Certification and Accomplished Report 2: SDO Validation Tool (to be submitted at the RO)	June 21, 2024	Division Composite Team

Travel and other incidental expenses relative to the conduct of the activity shall be charged to local funds subject to the usual accounting and auditing rules and procedures.

Immediate dissemination of this memorandum is desired.

Melanie P. Estacio
MELANIE P. ESTACIO
OIC-Schools Division Superintendent



Enclosed: As stated.
SGOD/cab



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Republic of the Philippines
Department of Education
DAVAO REGION

2024
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Office of the Regional Director

REGIONAL MEMORANDUM
FTAD-2024-012

To : All Schools Division Superintendents

Subject: **MONITORING AND TECHNICAL ASSISTANCE PROVISION ON THE SGC FUNCTIONALITY ASSESSMENT TOOL FOR SECONDARY SCHOOLS**

Date : April 18, 2024

In reference to DepEd Memorandum DM-OUHROD-2024-0696, s. 2024 and Regional Memorandum FTAD-2024-011 on the **Revised SGC Functionality Assessment Tool for Secondary Schools**, the Regional and SDO Composite Teams are directed to conduct monitoring and TA Provision on SGC implementation to all secondary schools. This activity aims to ensure compliance of all the concerned schools to the aforementioned assessment and improve SGC functionality.

Below are the schedules of the monitoring and TA provision as follows:

Cluster	Date	No. of School Heads	Composite Team (RFTAT/DivTAT)	Office/Designation
Cluster 1				
1. Samal City	April 24-25, 2024	25	1. Rebonfamil R. Baguio	ORD/ARD
			2. Aris B. Juanillo	FTAD/CES
			3. Ronnie S. Mercado	FTAD/EPS
			4. Aida P. Placencia	FTAD/EPS
2. Panabo City	April 30, 2024	18	5. Christopher B. Gonzales	SGOD, DavNor/EPS
			6. Keren T. Luma	SGOD, Panabo/EPS
			7. Jucell J. Lauron	SGOD, Samal/EPS
3. Davao del Norte	May 7-9, 2024	73	8. Julieta S. Nicolas	FTAD/Secretariat
			9. SDO Composite Teams	
		Total - 116		
Cluster 2				
1. Davao de Oro	May 14-16, 2024	118	1. Rebonfamil R. Baguio	ORD/ARD
			2. Aris B. Juanillo	FTAD/CES
			3. Ronnie S. Mercado	FTAD/EPS
			4. Aida P. Placencia	FTAD/EPS
2. Davao Oriental	May 21-22, 2024	83	5. Marnelyjane A. Bernal	SGOD, DDO/SEPS
			6. Alan D. Limbadan	SGOD, DavOr/SEPS
			7. Liezel C. Padua	SGOD, Mati/SEPS
3. Mati City	May 23, 2024	23	8. Juliet S. Nicolas	FTAD/Secretariat
			9. SDO Composite Teams	
		Total - 224		



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Republic of the Philippines
Department of Education
 DAVAO REGION

Cluster 3				
1. Davao Occidental	May 28-30, 2024	54	1. Rebonfamil R. Baguio	ORD/ARD FTAD/CES FTAD/EPS FTAD/EPS SGOD, DavOcc/EPS SGOD, DavSur/EPS SGOD, Digos/EPS FTAD/Secretariat
2. Davao del Sur	June 4-5, 2024	41	2. Aris B. Juanillo	
3. Digos City	June 6, 2024	10	3. Ronnie S. Mercado	
			4. Aida P. Placencia	
			5. Elenita L. Bernales	
			6. Jessie C. Sajol	
			7. Cherry B. Bohol	
			8. Julieta S. Nicolas	
			9. SDO Composite Teams	
		Total - 105		
Cluster 4				
1. Davao City	June 11-13, 2024	170	1. Rebonfamil R. Baguio	ORD/ARD FTAD/CES FTAD/EPS FTAD/EPS SGOD, DavCity/CES SGOD, Tagum/EPS FTAD/Secretariat
2. Tagum City	June 18, 2024	10	2. Aris B. Juanillo	
			3. Ronnie S. Mercado	
			4. Aida P. Placencia	
			5. Maria Luz M. Tan	
			6. Francisca R. Padlan	
			7. Julieta S. Nicolas	
			8. SDO Composite Teams	
		Total - 180		

Furthermore, the RO and SDO shall set up several composite teams to simultaneously conduct the monitoring and TA provision in order to make the most of the timetable and guarantee that all secondary schools will be covered.

Expenses for travel, food, and others relative to the conduct of the activity shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this memorandum is desired.

By the authority of the Regional Director:

DEPARTMENT OF EDUCATION
 RECORDS SECTION
RELEASED

By: *[Signature]*
 Date: *APR 18, 2024*
29581

[Signature]
ROY T. ENRIQUEZ
 Chief Administrative Officer
 Officer-In-Charge *[Signature]*

Enclosed: As stated.

ROF2/rsm



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Republic of the Philippines
Department of Education
EDUCATION DIVISION

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-2024-0596 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 directed.

DEPARTMENT OF EDUCATION - AL
RECORDS SECTION

RELEASE

No. *[Signature]*
Date *April 16, 2024*
29422

[Signature]
MARGARET B. SORIANO
Director III
Officer-in-Charge
Office of the Regional Director

Enclosed: As stated.

ROF2/rsm



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[Website]



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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MEMORANDUM
DM-OSROSD-2024-0696

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : ~~WILFREDO S. CASAL~~
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. 2008*, 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 to identify 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 31, 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 MCVA on hold for one (1) month.

The recovery of Google Accounts occurred last April 02, 2024, however the recurrence of the technical issue is not guaranteed. In view of this, the Bureau of Human

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11/11/24

Resource and Organizational Development School Effectiveness Division (BHROD-SED) closed the links to the 2013 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- SED Validation Report
- Enclosure No. 4 - Resubmission Monitoring Sheet
- Enclosure No. 5 - Report 3 - ED 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 Marie Cragada/ Sebastian Chong of BHROD-SED through email at bjmragada@deped.gov.ph.

For dissemination and appropriate action.

[BHROD-SED/ @cragada]

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 SOC 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 SOC 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: link.ly/2023SOC-RO Cert Certification Submission Form: link.ly/2023SOC-RO Submission Form



Enclosure No. 3 to DM-OU/2008-0024-0688

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 column;
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 (2008-2009) ★ [Home] [Print] [Refresh] [Close]

File Edit View Insert Format Data Tools Spreadsheet Help

100% 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Report 2: SDO Validation Tool
Region

Report 2: SDO Validation Tool

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Please do not use this as an official tool for submission to Central Office.*

Enclosure No. 4 to DM-OUH-2004-0896

Re-accomplishment Monitoring Tool

Description:

1. Determine who among the schools resubmit the MOVs.

Instructions on how to use the RMB:

1. The BHRD-SED shall update the Report 2: SDO Validation Tool every Friday to display the latest MOV submission of the schools.
2. The SDOs must refer to the SAC Re-accomplishment Monitoring Sheet (RMB) to identify schools who re-accomplished the SAC Tool.
3. If the school's corresponding tick boxes has mark, it means that the school has resubmitted its MOV. If none, then the school did not resubmit.
4. If the SDOs have already made an initial validation to the schools' submission, the SDOs are required to update the status of the validation of the MOVs based on the most recent submission.
5. The sheet is protected and for viewing only. Only the Central Office can make changes on this sheet.

REACCOMPLISHMENT MONITORING SHEET

Region

Click here for instructions
This sheet is protected and for viewing purposes only.

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

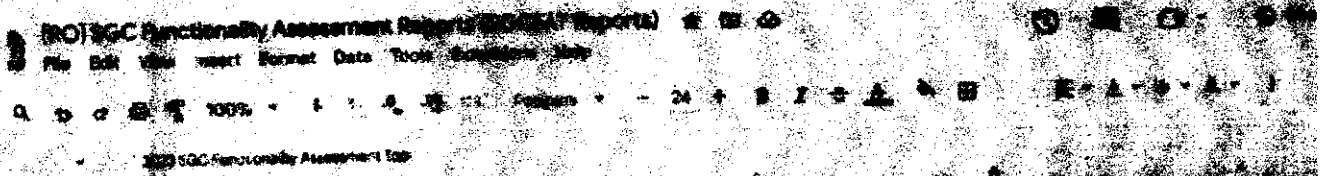
Report 3: SDO Monitoring Tool

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.



2023 SGC Functionality Assessment Tool
REPORT 3: REGIONAL SDO MONITORING TOOL
Region

Region	Completion Rate	Total Number of Functional SGCs	Submission Rate

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