



Republic of the Philippines  
**Department of Education**  
 SCHOOLS DIVISION OF DIGOS CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2024- 295

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

Subject : **NEW SCHEDULE ON THE CONDUCT OF THE DIVISION  
 MONITORING AND TECHNICAL ASSISTANCE PROVISION OF  
 THE SGC FUNCTIONALITY TOOL FOR SECONDARY SCHOOLS**

Date : May 7, 2024

This is in reference to Division Memorandum SGOD-2024-243 dated April 22, 2024 re: Monitoring and Technical Assistance Provision on the SGC Functionality Tool for Secondary Schools.

Below is the new schedule of the said activity.

Date	Secondary Schools		
May 9, 2024	*Soong NHS	*Kapatagan NHS	*Dawis NHS
May 10, 2024	*Ruparan NHS	*Goma NHS	*SHS in Digos City *Balabag NHS

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

All other details of the previous memorandum shall remain in effect.

Immediate dissemination of this Memorandum is desired.

Schools Division of Digos City

RECORDS SECTION

RELEASED  
 24-120830  
 DATE: MAY 08 2024 TIME: 9:11 PM

*Melanie P. Estacio*  
**MELANIE P. ESTACIO**

OIC- Schools Division Superintendent

Enclosed: As stated.  
 SGOD/cab



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
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Republic of the Philippines  
**Department of Education**

REGION XI  
SCHOOLS DIVISION OF DIGOS CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2024-249

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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**Office of the Schools Division Superintendent**

Below is the timeline relative to the aforementioned activity:

<b>Activity</b>	<b>Date</b>	<b>Persons Involved</b>
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	April 25-26, 29-30, May 2-3	Division Composite Team Secondary school heads
*Validation of MOVs		
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  
SCHOOLS DIVISION OF DIGOS CITY

**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

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
24-119508  
DATE: APR 23 TIME: 1:00 PM  
BY: *[Signature]*

Enclosed: As stated.  
SGOD/cab



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Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

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
<b>Cluster 1</b>				
1. Samal City	April 24-25, 2024	25	1. Rebonfamil R. Baguio 2. Aris B. Juanillo 3. Ronnie S. Mercado 4. Aida P. Placencia	ORD/ARD FTAD/CES FTAD/EPS FTAD/EPS
2. Panabo City	April 30, 2024	18	5. Christopher B. Gonzales 6. Keren T. Luma 7. Jucell J. Lauron	SGOD, DavNor/EPS SGOD, Panabo/EPS SGOD, Samal/EPS
3. Davao del Norte	May 7-9, 2024	73	8. Julieta S. Nicolas 9. SDO Composite Teams	FTAD/Secretariat
		Total - 116		
<b>Cluster 2</b>				
1. Davao de Oro	May 14-16, 2024	118	1. Rebonfamil R. Baguio 2. Aris B. Juanillo 3. Ronnie S. Mercado 4. Aida P. Placencia	ORD/ARD FTAD/CES FTAD/EPS FTAD/EPS
2. Davao Oriental	May 21-22, 2024	83	5. Marnelyjane A. Bernal 6. Alan D. Limbadan 7. Liezel C. Padua	SGOD, DDO/SEPS SGOD, DavOr/SEPS SGOD, Mati/SEPS
3. Mati City	May 23, 2024	23	8. Juliet S. Nicolas 9. SDO Composite Teams	FTAD/Secretariat
		Total - 224		



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Republic of the Philippines  
**Department of Education**  
**DAVAO REGION**

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

Enclosed: As stated.

ROP2/rsm



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