



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division  
Superintendent

28 September 2022

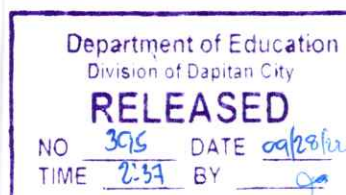
**DIVISION MEMORANDUM**


No. 395, s. 2022

**Seminar-Workshop on the Implementing Guidelines on the Establishment of School Governance Council (SGC) and Initial Roll-out of the School Governance Council (SGC) Functionality Assessment Tool for Secondary Schools**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
SGOD members of the Division SGC Composite Team  
Public Elementary and Secondary School Heads  
PSDSs and PICDs  
All Others Concerned

1. In pursuance to the Memorandum DM-OUHROD-2022-0090 dated September 22, 2022 RE: Initial Roll-out of the School Governance council (SGC) Functionality Assessment Tool for Secondary Schools and in reference to DepEd Order 26, s. 2022-Implementing Guidelines on the Establishment of School Governance Council, this office under the School Governance and Operations Division- SMME Section, will conduct a Seminar-Workshop on the Implementing Guidelines on the Establishment of School Governance Council (SGC) and Initial Roll-out of the School Governance Council (SGC) Functionality Assessment Tool for Secondary Schools on October 7, 2022. Venue is to be announced later.
2. The participants are all the Public Schools District Supervisors/Principal In-Charge of the Districts, School Heads and School SBM Coordinators.
3. Participants are advised to bring laptops, extension wires, modem/wifi, bond papers, hard copies of the updated identified MOVs.
4. Attached are the DM-OUHROD-2022-0090, Lists of Participants and the identified MOVs per Functionality Indicator.
5. For widest dissemination and immediate implementation.



  
**FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent



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Seminar-Workshop on the Implementing Guidelines on the Establishment of School Governance Council (SGC) and Initial Roll-out of the School Governance Council (SGC) Functionality Assessment Tool for Secondary Schools

**TRAINING MATRIX**  
October 7, 2022

TIME	SESSIONS/TOPICS	RESOURCE SPEAKERS
7:30 – 8:00	Arrival of Participants/Registration	Div. Training & Devt. Staff
8:00 – 8:45	Preliminaries Course Overview Pre-Test	Johann Andrei A. Ladera <i>EPSII-Soc.Mob</i>
8:45 – 9:45	Implementing Guidelines on the Establishment of School Governance Council (SGC) <ul style="list-style-type: none"><li>• Rationale</li><li>• Policy statement</li><li>• Guidelines and Procedures</li></ul>	Sherlito E. Sagapsapan <i>CES-SGOD</i>
9:45 – 10:00	SNACKS	
10:00-10:45	Implementing Guidelines on the Establishment of School Governance Council (SGC) <ul style="list-style-type: none"><li>• Operations, Meetings, Decisions, Budget, Storage of Documents, External Partnership</li><li>• Limitations of SGC Authority</li><li>• Roles &amp; Responsibilities of the School Heads and Schools Division Office</li></ul>	Johann Andrei A. Ladera <i>EPSII-Soc.Mob</i>
10:45 – 12:00	Initial Roll-out of the SGC Functionality Assessment Tool for Secondary Schools <ul style="list-style-type: none"><li>• The SGC Functionality Assessment Tool Components</li><li>• Accomplishing the SGC Functionality Assessment Tool</li><li>• Determining a Functional SGC Through the SGC Functionality Tool</li><li>• How to use the SGC Functionality Assessment Tool</li></ul>	Nueva A. Andag <i>SEPS-SMME</i>



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1:00-2:00	Process Flow of the Data collection and Report Generation of the SGC Functionality Assessment Tool <ul style="list-style-type: none"><li>• General Process Flow: Central Office-Regional Office-Schools Division Office</li><li>• SDO Summary of Validated Data</li><li>• Schedule of the Roll-out and Data Collection and Report Generation on the Tool, School Visit and Data Validation</li></ul>	<i>Anthon John S. Soriano</i> <i>Planning Officer III</i>
2:00 - 4:00	WORKSHOP: <ul style="list-style-type: none"><li>➤ Accomplishing the SGC Functionality Assessment Tool</li><li>➤ Determining a Functional SGC through the SGC Functionality Assessment Tool</li><li>➤ Preparation of MOVs</li></ul>	Sherlito E. Sagapsapan Nueva A. Andag All PSDSs
4:00 - 4:45	Presentation of Outputs Post Test	Nueva A. Andag <i>SEPS-SMME</i>
4:45 - 5:00	Open Forum and Closure	PMT/Participants





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Seminar-Workshop on the Implementing Guidelines on the Establishment of School Governance Council (SGC) and Initial Roll-out of the School Governance Council (SGC) Functionality Assessment Tool for Secondary Schools

LIST OF PARTICIPANTS

<b>Name of School Head</b>	<b>School SBM Coordinator</b>
Love B. Jurilla - Abelo	Joan R. Mabini
Jocelyn E. Acorin	Leonor G. Empeynado
Myrla H. Embrado	Analiza L. Elumba
Rufa R. Elumbaring	Silven L. Ferrater
Rey I. Campos	Deolinda A. Baje
Gilyn E. Gallemit	Sarah A. Desuacido
Windrell B. Mongcupa	Merlyn P. Rasmus
Elbert A. Pon	Emma Q. Cimafranca
Ma. Shelva Carpenteros	Raynan G. Magcanta
Ofelia A. Cabanlit	Anna Lee A. Solatorio
<b>Name of School Head</b>	<b>School SBM Coordinator</b>
Mary Ann Z. Cagatan	Mary Jessceth B. Magcanta
	Maria Shiela A. Fermocil
Riza B. Galanido	Liezl Y. Ombay
Jezebel S. Boquida	Aileen P. Bantilan
Imelda F. Tan	Crisilda A. Cabilin
Menvilou A. Tinnæ	Evangelyn C. Tumapon
Wenchor P. Agum	Sheena Grace C. Jumawan
Joel Q. Ruiz	Jeanette C. Obordo
<b>Name of School Head</b>	<b>School SBM Coordinator</b>
Marlyn E. Esmade	Rhoda May S. Ruiz
Rizza A. Daboda	Fe S. Quimiguing
Helen T. Calaguian	Aubrey Gleer C. Potoy
Nelia P. Tangcalagan	Rachel B. Seño
Noel P. Mangubat	Alleth D. Galicia
Janet O. Cadano	Jay H. Sagario
<b>Name of School Head</b>	<b>School SBM Coordinator</b>
Macaria A. Manuta	Amancio B. Cainta, Jr.



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Belmor A. Debaloy	Sharon A. Daganasol
Mary Jean S. Lacay	Jaimel Jane M. Laput
Gemmaly O. Ruiz	Fey Ann G. Diao
	Maria Fe G. Florida
Eldie D. Robaro	Jezah Mae V. Francisco
Camila Jeanette J. Debaloy	Analisa A. Bagarinao
Marilou S. Cagbabanua	Jocelyn L. Sorela
<b>Name of School Head</b>	<b>School SBM Coordinator</b>
Glenda B. Pagua	Irene B. Cimafranca
Bobbie E. Gurabot	Genevieve C. Bael
Marilyn C. Sarabia	Annelyn G. Samarinta
Caroline D. Osorio	Roel S. Elcamel
Lynette B. Esparcia	Marose N. Jamarolin
Mercedita B. Obnimaga	Eljean S. Laclac
Isagani M. Recamara	Maricar L. Rudas
Erna C. Gasatan	June Mark L. Padoa
	Artemio A. Naonao Jr.
<b>Name of School Head</b>	<b>School SBM Coordinator</b>
Liberty L. Enjambre	Melvin R. Cabasag
Luz B. Cabugnason	Eric Anthony B. Carreon
Judycel L. Elumba	Annie B. Santos
Lyra L. Balladares	Analyn S. Labisig
Mirason S. Omilig	Kristine B. Pon
Pacita E. Balladares	Donavilla J. Ochoa
Alex C. Sapuan	Myrlene A. Banua
Genelyn M. Dabodabo	Cheryl D. Ruiz
Leonido J. Tabilon	Jean M. Alonso
<b>Name of School Head</b>	<b>School SBM Coordinator</b>
Liberty L. Enjambre	Melvin R. Cabasag
Riza A. Penaso	Dia Dem A. Labadlabad
Leah B. Acyomo	Emmanuel A. Verano
Jofrey B. Malana	Hazel B. Adasa
Clarencio A. Elumba Jr.	James Ray O. Ondac
JR Simed Joseph B. Saguin	Moises E. Eucogco
Allan D. Bendaño	Luzilito T. Daan



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Wevina A. Quizo	Erwin M. Alcido Jr.
Joseph D. Quimiguing	Ruby P. Cabilin
Weney P. Amores	Divina Gracia C. Ferraren
<b>Program Management Team:</b>  Rosalio B. Conturno, Jr., - OIC-ASDS Sherlito E. Sagapsapan- CES-SGOD Nueva A. Andag- SEPS-SMME Johann Andrei A. Ladera- EPSII-Soc.Mob. Anthon John S. Soriano- POIII Jimmy B. Gahuman- PSDS Belen R. Talic- PICD Jose C. Overa- PICD Cristina Z. Villoria- PICD Elsa Q. Aranas- PSDS Joy I. Cagbabanua- PSDS	
<b>TOTAL : 128</b>	

Prepared by:

  
NUEVA A. ANDAG  
SEPS-SMME



# LIST OF IDENTIFIED MOVs

## FUNCTIONALITY INDICATOR 1

Indicator Is Met:  Yes  No

THE SGC HAS MEMBERS WHO ARE INFORMED OF AND GIVEN THE OPPORTUNITY TO EXERCISE THEIR ROLES AND RESPONSIBILITIES IN THE COUNCIL.

*A functional SGC has members who participate in the decision-making process.*

Primary Sub-Indicator

a. The SGC has called meetings in order to create a venue for its decision-making process.

<b>Minimum MOVs</b> <ul style="list-style-type: none"> <li>■ Notice of meeting (at least 1 of 4 Regular Meetings)</li> </ul>	<b>Additional MOVs</b> <ul style="list-style-type: none"> <li>■ Notices of meetings (2 to 4 Regular Meetings)</li> </ul>
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Other Sub-Indicator

b. SGC members have been inducted and oriented of their roles and responsibilities as members and officers of the Council.

<b>Minimum MOVs</b> <ul style="list-style-type: none"> <li>■ Membership / Induction Certificates (7 to 15 voting members) or</li> <li>■ SGC Resolution on the Official List of Members (7 to 15 voting members)</li> </ul>	<b>Additional MOVs</b> <ul style="list-style-type: none"> <li>■ Membership / Induction Certificates (non-voting members) or</li> <li>■ SGC Resolution on the Official List of Members (non-voting members)</li> </ul>
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Other Sub-Indicator

c. The SGC has organizational chart, including non-voting members, if applicable.

<b>Minimum MOVs</b> <ul style="list-style-type: none"> <li>■ Draft / Operative Organizational Chart; or</li> <li>■ SGC's Quarterly Progress Reports</li> </ul>	<b>Additional MOVs</b> <ul style="list-style-type: none"> <li>■ Approved / Adopted Organizational Chart</li> <li>■ SGC's Quarterly Progress Reports</li> </ul>
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## FUNCTIONALITY INDICATOR 2

Indicator Is Met:  Yes  No

THE SGC HAS ESTABLISHED ITS POSITION AS A CONSULTATIVE BODY IN DEVELOPING SCHOOL POLICIES.

*A functional SGC has knowledge on the needs of the school as a result of its established connection/relationship with the school committees/associations/organizations.*

Primary Sub-Indicator

a. The SGC has participated actively in the formulation of the SIP/AIP and other DepEd programs, projects, and activities.

<b>Minimum MOVs</b> <ul style="list-style-type: none"> <li>■ Minutes of Meeting with SPT on SIP / AIP (at least 1 meeting)</li> <li>■ SGC's Quarterly Progress Report</li> </ul>	<b>Additional MOVs</b> <ul style="list-style-type: none"> <li>■ Minutes of Meetings with SPT on SIP / AIP (2 or more meetings)</li> <li>■ Minutes of Meeting/s with SPT on other DepEd programs, projects, and activities (at least 1 meeting)</li> <li>■ SGC's Action Plan</li> <li>■ SGC Resolutions on the recommendations</li> <li>■ SGC's Quarterly Progress Report</li> </ul>
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Other Sub-Indicator

b. The SGC has passed recommendations to the School Head regarding concerns, policies, programs, and/or interventions raised by stakeholders.

<b>Minimum MOVs</b> <ul style="list-style-type: none"> <li>■ SGC Resolutions on the recommendation (at least 1)</li> </ul>	<b>Additional MOVs</b> <ul style="list-style-type: none"> <li>■ Membership SGC Resolutions on the recommendations (2 or more)</li> <li>■ SGC's Quarterly Progress Report</li> </ul>
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*Other Sub-Indicator*

c. The SGC has attended meetings on the importance of upholding the rights of the child.

<b>Minimum MOVs</b> <ul style="list-style-type: none"><li>Minutes of Meeting with CPU, CPC, or other similar DepEd organizations (at least 1 meeting)</li></ul>	<b>Additional MOVs</b> <ul style="list-style-type: none"><li>Minutes of Meetings with CPU, CPC, or other similar DepEd organizations (2 or more meetings)</li><li>SGC Resolution/s on promoting the rights of the child (at least 1 resolution)</li></ul>
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**FUNCTIONALITY INDICATOR 3**

Indicator Is Met:  Yes  No

THE SGC HAS CONDUCTED REGULAR SGC MEETINGS AS PRESCRIBED IN THE DO 26, S. 2022 (IMPLEMENTING GUIDELINES ON THE ESTABLISHMENT OF SCHOOL GOVERNANCE COUNCIL).

*A functional SGC has understood the process of discussing matters that results to the formulation of action plan responsive to school concerns.*

Primary Sub-Indicator

a. The SGC has decided matters through a resolution, signed by all SGC voting members.

<b>Minimum MOVs</b> <ul style="list-style-type: none"><li>SGC Resolution on applicable recommendation (at least 1)</li></ul>	<b>Additional MOVs</b> <ul style="list-style-type: none"><li>SGC Resolutions on applicable recommendations (2 or more)</li><li>SGC's Action Plan</li></ul>
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*Other Sub-Indicator*

b. Agenda of meetings have included programs, projects, and activities that are supportive of the SIP, AIP, and other school priorities.

<b>Minimum MOVs</b> <ul style="list-style-type: none"><li>Minutes of Meeting mentioning meeting agenda (at least 1 meeting)</li></ul>	<b>Additional MOVs</b> <ul style="list-style-type: none"><li>Minutes of Meetings mentioning meeting agenda (2 or more meetings)</li></ul>
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*Other Sub-Indicator*

c. All regular meetings have been conducted with a quorum of 50%+1 of the total SGC voting membership.

<b>Minimum MOVs</b> <ul style="list-style-type: none"><li>Minutes of Meetings specifying required quorum (at least 1 out or 4 Regular Meetings)</li></ul>	<b>Additional MOVs</b> <ul style="list-style-type: none"><li>Minutes of Meetings specifying required quorum (2 - 4 Regular Meetings)</li></ul>
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*Other Sub-Indicator*

d. Regular meetings have minutes.

<b>Minimum MOVs</b> <ul style="list-style-type: none"><li>Minutes of Meeting (at least 1 out or 4 Regular Meetings)</li></ul>	<b>Additional MOVs</b> <ul style="list-style-type: none"><li>Minutes of Meetings (2 -4 Regular Meetings)</li></ul>
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Main Purpose: Structure for Shared Governance

As a structure for shared governance, the SGC shall be an avenue where the democratic process of consultation with the school's internal and external stakeholders in the decision-making will be observed.

Function 2: The SGC serves as the overall coordinating body that will synergize, harmonize and put together the work of the different school committees, including but not limited to the SPT, School Disaster Risk Reduction Management (DRRM) Committee, Child Protection Committee (CPC), Supreme Pupil Government / Supreme Student Government, Faculty Club, Non-teaching Association, PTA, Alumni Associations, DepEd-recognized teacher organizations, and National Employees Union at school level, among others.

#### FUNCTIONALITY INDICATOR 4

Indicator Is Met:  Yes  No

THE SGC HAS ORGANIZED MEETINGS WITH AND ATTENDED MEETINGS OF DIFFERENT SCHOOL COMMITTEES AND ORGANIZATIONS TO ENSURE ALIGNMENT OF WORK.

*A functional SGC has ensured the involvement of different school committees and organizations in harmonizing their proposed and existing programs, projects, and activities.*

##### Primary Sub-Indicator

a. The SGC has organized meetings with different school stakeholders to harmonize proposed and existing programs, projects, and activities.

<b>Minimum MOVs</b> <ul style="list-style-type: none"> <li>Minutes of Meeting with stakeholders on programs, projects, and activities (at least 1 meeting)</li> </ul>	<b>Additional MOVs</b> <ul style="list-style-type: none"> <li>Minutes of Meetings with stakeholders on programs, projects, and activities (2 or more meetings)</li> <li>SGC's Action Plan</li> <li>SGC Resolution on applicable recommendation (at least 1)</li> </ul>
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##### Other Sub-Indicator

b. The SGC has been represented in meetings organized by different school committees and organizations.

<b>Minimum MOVs</b> <ul style="list-style-type: none"> <li>Any document reporting the discussion from the meeting attended (at least 1 meeting) or</li> <li>SGC's Quarterly Progress Report (Indicate Page/s: _____)</li> </ul>	<b>Additional MOVs</b> <ul style="list-style-type: none"> <li>Any documents reporting the discussion from the meeting attended (2 or more meetings) or</li> <li>Copy of the Minutes of Meetings from school committees and organizations</li> </ul>
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##### Other Sub-Indicator

c. The SGC has met and discussed with school stakeholders its role as oversight on school planning and resource use.

<b>Minimum MOVs</b> <ul style="list-style-type: none"> <li>Minutes of Meetings with different school stakeholders (at least 1 meeting)</li> </ul>	<b>Additional MOVs</b> <ul style="list-style-type: none"> <li>Minutes of Meetings with different school stakeholders (2 or more meetings)</li> <li>SGC Resolution on applicable recommendation (at least 1)</li> </ul>
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#### FUNCTIONALITY INDICATOR 5

Indicator Is Met:  Yes  No

THE SGC HAS COORDINATED WITH THE SCHOOL HEAD THE CONCERNS OF THE DIFFERENT SCHOOL COMMITTEES AND ORGANIZATIONS TO SYNCHRONIZE PROGRAMS, PROJECTS, AND ACTIVITIES IN THE SCHOOL.

*A functional SGC has been a conduit between the different school committees and organizations and the school management.*

##### Primary Sub-Indicator

a. The Co-Chairpersons have communicated the direction of the SGC to the School Head.

<b>Minimum MOVs</b> <ul style="list-style-type: none"> <li>Copy of the communication / transmittal letter to the School Head reflecting the direction of the SGC</li> </ul>	<b>Additional MOVs</b> <ul style="list-style-type: none"> <li>Any document with citations on SGC's recommendation released by the school management / School Head</li> <li>School Head's acknowledgment of SGC (SOSA, speeches, newsletter, etc.)</li> </ul>
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Main Purpose: Structure for Shared Governance

As a structure for shared governance, the SGC shall be an avenue where the democratic process of consultation with the school's internal and external stakeholders in the decision-making will be observed.

Function 3: The SGC serves as a platform cultivating the spirit of *bayanihan* to support the school and encourage stakeholder participation in the implementation of DepEd policies and programs, while promoting equal opportunity for all regardless of age, gender, disability, marital status, ethnicity, and religious beliefs.

**FUNCTIONALITY INDICATOR 6**

Indicator Is Met:  Yes  No

THE SGC HAS TAKEN PART IN THE CONDUCT OF NEEDS-BASED AND APPROPRIATE STAKEHOLDER-INITIATED PROGRAMS AND ACTIVITIES I.E., BRIGADA ESKWELA, GULAYAN SA PAARALAN, ETC..

*A functional SGC has supported stakeholder-initiated programs and activities by encouraging active participation of the stakeholders.*

Primary Sub-Indicator

a. The SGC has been involved in the development of stakeholder-initiated programs and activities.

<p><b>Minimum MOVs</b></p> <ul style="list-style-type: none"> <li>Minutes of Meeting with stakeholders on stakeholder-initiated programs and activities (at least 1 meeting)</li> <li>Concept note / Project brief, or similar document (at least 1)</li> </ul>	<p><b>Additional MOVs</b></p> <ul style="list-style-type: none"> <li>Concept note / Project brief, or similar document (2 or more)</li> <li>Copy of the project proposal on stakeholder-initiated programs and activities</li> <li>SIP, AIP, SRC, and SMEA (specify the page in the reports)</li> </ul>
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*Other Sub-Indicator*

b. The SGC has monitored and evaluated the impact/success of stakeholder-initiated programs and activities.

<p><b>Minimum MOVs</b></p> <ul style="list-style-type: none"> <li>Report on the assessment / monitoring and evaluation of stakeholder-initiated program and/or activity (at least 1 program / activity)</li> </ul>	<p><b>Additional MOVs</b></p> <ul style="list-style-type: none"> <li>Report on the assessment / monitoring and evaluation of stakeholder-initiated programs and/or activities (for 2 or more programs / activities)</li> <li>SIP, AIP, SRC, SMEA, and School Project Monitoring Reports</li> </ul>
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*Other Sub-Indicator*

c. The SGC has established linkages with other stakeholders and/or referred potential partners to the School Head.

<p><b>Minimum MOVs</b></p> <ul style="list-style-type: none"> <li>SGC resolution on the referral of the identified potential partner (at least 1)</li> </ul>	<p><b>Additional MOVs</b></p> <ul style="list-style-type: none"> <li>SGC resolution on the referral of the identified potential partner (at least 1 partner)</li> <li>Copy of the MOA, DOD, DOA, etc., reflecting the name/s of the referred partner/s (at least 1 partner)</li> </ul>
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**FUNCTIONALITY INDICATOR 7**

Indicator Is Met:  Yes  No

THE SGC HAS RECOMMENDED POLICIES AND PROGRAMS TO THE LOCAL SCHOOL BOARD (LSB) TO STRENGTHEN RELATIONSHIP WITH THE LGU.

*A functional SGC has informed the LGU / community of the needs of the school to strengthen relationship and seek support.*

<p><b>Minimum MOVs</b></p> <ul style="list-style-type: none"> <li>SGC Resolution recommending the SIP to LSB; or</li> <li>Any document recommending policy / program to the LSB, based on the SIP</li> </ul>	<p><b>Additional MOVs</b></p> <ul style="list-style-type: none"> <li>Proof of endorsement of the SGC Resolution to the SDS and transmittal to the LSB</li> </ul>
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**FUNCTIONALITY INDICATOR 8**

Indicator Is Met:  Yes  No

THE SGC HAS INVOLVED THE DIFFERENT SECTORS TO ENSURE INCLUSIVE REPRESENTATION OF STAKEHOLDERS IN THE COUNCIL.

*A functional SGC has encouraged the participation of school stakeholders from all backgrounds or sectors to ensure inclusivity among members of the council.*

<p><b>Minimum MOVs</b></p> <ul style="list-style-type: none"> <li>SGC Resolution on involving various sectors</li> </ul>	<p><b>Additional MOVs</b></p> <ul style="list-style-type: none"> <li>Official list of members with expanded membership (inclusive and diverse in terms of age, gender, religion, ethnicity, and political beliefs)</li> <li>SGC Resolution on inclusiveness, diversity, equity, and accessibility</li> </ul>
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Main Purpose: Feedback Mechanism

As a feedback mechanism, the SGC shall be a feedback link between the school stakeholders (learners, parents, and other school stakeholders) and school management (school head and personnel) on school performance and service quality.

Function 1: The SGC helps the school improve and sustain its feedback system by strengthening practices that promote stakeholders' participation.

### FUNCTIONALITY INDICATOR 1

Indicator Is Met:  Yes  No

THE SGC HAS PARTICIPATED IN SCHOOL GENERAL ASSEMBLIES, PTA CONFERENCES, STAKEHOLDER CONVERGENCE, SOSA, AND/OR OTHER STAKEHOLDER ENGAGEMENT ACTIVITIES AND INITIATIVES.

*A functional SGC has encouraged open communication among school internal and external stakeholders in order to gather feedback essential to making informed decisions and recommendations.*

#### Minimum MOVs

- SGC Report on the issues / concerns raised during school activities / events

#### Additional MOVs

- Minutes of Meetings (SGC meetings) where issues / concerns are discussed
- Photo documentation of school activities / events

### FUNCTIONALITY INDICATOR 2

Indicator Is Met:  Yes  No

THE SGC HAS ORGANIZED DISCUSSIONS AND FORUMS THAT INVITE AND INSPIRE STAKEHOLDERS TO ENGAGE AND PARTICIPATE.

*A functional SGC has established a platform for communication where school internal and external stakeholders can engage, participate, and provide feedback which will be used as basis for school improvement.*

#### Minimum MOVs

- Documentation of the organized / conducted program (at least 1)
- Minutes of the meetings where issues / concerns are discussed

#### Additional MOVs

- Documentation of the organized / conducted program (2 or more), following the SGC's Calendar of Events (as provided by CO)
- Photo documentation of school activities / events

Function 2: The SGC helps the school improve and sustain its feedback system by strengthening practices that promote stakeholders' participation.

### FUNCTIONALITY INDICATOR 3

Indicator Is Met:  Yes  No

THE SGC HAS ASSISTED THE SCHOOL IN COMMUNICATING INFORMATION TO THE SCHOOL STAKEHOLDERS THROUGH THE SRC, TRANSPARENCY BOARD, ETC..

*A functional SGC has promoted transparency by utilizing various communication platforms to make school data and information accessible to school stakeholders.*

#### Primary Sub-Indicator

a. The SGC has promoted access to school data and information through Transparency Board, SRC, and other reports on operations and performance of school programs and resource management.

#### Minimum MOVs

- SGC Resolution on access to information (school data and information)
- SGC's Action Plan on promoting access to information

#### Additional MOVs

- Advocacy plan on the school's use of the Transparency Board, SRC, and other reports to access school data
- School Head's endorsement on the use of the Transparency Board, SRC, and other reports to access school data
- Photo Documentation of the transparency / bulletin board

#### Other Sub-Indicator

b. The SGC has established alternative communication platform/s (e.g., social media, such as but not limited to Facebook, Twitter, or Instagram, email or text blast, etc.) where information regarding SGC announcements and activities can be accessed from.

#### Minimum MOVs

- SGC Resolution on the use of approved alternative communication platform/s

#### Additional MOVs

- SGC's Alternative Communication Platform (with regular updates):
  - Online (Link/s): \_\_\_\_\_
  - Offline (Copy of printed materials such as newsletters, posters, pamphlets, tarpaulin banners, etc.)

Main Purpose: Feedback Mechanism

As a feedback mechanism, the SGC shall be a feedback link between the school stakeholders (learners, parents, and other school stakeholders) and school management (school head and personnel) on school performance and service quality.

Function 3: The SGC recommends ways of improving the quality of basic education services and school performance to the school management and school planning team, and its means of respecting, protecting, fulfilling, and promoting children’s rights in the education context.

**FUNCTIONALITY INDICATOR 4**

Indicator Is Met:  Yes  No

THE SGC HAS SUGGESTED WAYS OF IMPROVING THE QUALITY OF SIP, AIP, AND OTHER DEPED PROGRAMS, PROJECTS, AND ACTIVITIES.

*A functional SGC has communicated feedback and suggestions to school management in order to improve accomplishment of SIP, AIP, and other programs, projects, and activities.*

<p><b>Minimum MOVs</b></p> <ul style="list-style-type: none"> <li>SGC Resolution on the recommendation on ways of improving the quality of SIP, AIP, and other DepEd programs, projects, and activities (at least 1)</li> </ul>	<p><b>Additional MOVs</b></p> <ul style="list-style-type: none"> <li>SGC Resolutions on the recommendations on ways of improving the quality of SIP, AIP, and other DepEd programs, projects, and activities (2 or more)</li> </ul>
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Republika ng Pilipinas

## Department of Education


### OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES,  
TEACHER EDUCATION COUNCIL SECRETARIAT, AND  
DEPED EMPLOYEES' ASSOCIATIONS COORDINATING OFFICE

#### MEMORANDUM

DM-OUHROD-2022-0090

TO : **REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**ALL OTHERS CONCERNED**

FROM :   
**GLORIA JUMAMIL-MERCADO**  
*Undersecretary for Human Resource and Organizational Development,  
National Educators Academy of the Philippines,  
Teacher Education Council Secretariat, and  
DepEd Employees' Associations Coordinating Office*

SUBJECT : **INITIAL ROLL-OUT OF THE SCHOOL GOVERNANCE COUNCIL**  
**(SGC) FUNCTIONALITY ASSESSMENT TOOL FOR SECONDARY**  
**SCHOOLS**

DATE : 22 September 2022

The *Implementing Guidelines on the Establishment of School Governance Council* 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.

The SGC shall function as a structure for shared governance and a feedback mechanism at the school level. It shall serve as an overarching consultative and coordinating body for all committees, associations, and organizations in schools.

To support the implementation of the policy, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) has developed a tool that will assess SGC's functionality using the indicators provided in the mentioned policy. The data gathered shall be used as baseline information in identifying priority of areas that may need support and assistance from the different governance levels.

The **SGC Functionality Assessment Tool** consists of the following components:

- **SGC's Main Purposes:**
  1. To provide structure for shared governance
  2. To provide a feedback mechanism
- **SGC Functionality Indicators:**

Functionality indicators that are anchored on the main purpose of the SGC and can be found in Section VII of DO 26, s. 2022
- **SGC Functionality Sub-indicators**

The specific activities that shall enable the achievement of their corresponding functionality indicator

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** - Process Flow of the Data Collection and Report Generation of the SGC Functionality Assessment Tool
- Enclosure No. 3** - SDO Summary of Validated Data
- Enclosure No. 4** - RO Summary of Validated Data
- Enclosure No. 5** - Schedule of the Roll-Out and Data Collection and Report Generation of the Tool and School Visit and Data Validation

For School Year 2022-2023, the **SGC Functionality Tool shall be rolled-out to public secondary schools only**. Public Elementary Schools may use the tool for self-assessment in preparation for the roll-out next school year but are **NOT REQUIRED** to accomplish the tool via Google Forms.

For queries and concerns, kindly contact **Ms. Marian Efondo** of **BHROD-SED** through email at **bhrod.sed@deped.gov.ph**.

For dissemination and appropriate action.

[BHROD-SED/Efondo]