



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

Office of the Schools Division
Superintendent

8 April 2025

DIVISION MEMORANDUM

No. 221, s. 2025

**RE-ORIENTATION ON SGC FUNCTIONALITY ASSESSMENT FOR NON-FUNCTIONAL
SCHOOL GOVERNANCE COUNCIL SCHOOLS**

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

1. In reference to OUHROD-2025-0349 RE: Results of the SGC Endline Data Collection, this office thru the School Governance and Operations Division (SGOD)- School Management Monitoring & Evaluation (SMME) calls for RE-ORIENTATION ON SGC FUNCTIONALITY ASSESSMENT FOR NON-FUNCTIONAL SCHOOL GOVERNANCE COUNCIL SCHOOLS on April 21, 2025-1:00 PM at the Division Conference Hall.
2. The participants are the school heads of the identified non-functional SGC schools for SY 2023-2024, to wit:
 - San Pedro Integrated School
 - Guimputlan Integrated School
 - Selinog Integrated School
 - Dampalan Secondary School
 - Sigayan Secondary School
3. The participants are requested to bring laptops, extension wires and primary MOVs based on the attached checklist to be used during the orientation.
4. For immediate dissemination and compliance.

Department of Education
Division of Dapitan City

RELEASED

NO. _____ DATE 4/14/25
TIME 11:10 BY [Signature]

FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



Sunset Boulevard, Dawo, Dapitan City
(065) 917-5113
www.depeddapitancity.net

dapitancity@deped.gov.ph
fb.com/DepEdDapitanCity





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SGC FUNCTIONALITY ASSESSMENT CHECKLIST OF MOVs

Minutes of SGC Regular Meeting (F11A)	Minutes of Meeting with SPT on SIP/AIP (F12A)	SGC Resolution/s (F13A)	Minutes of Meeting with stakeholders on PPAs (F14A)	Transmittal Letter or Copy of the Communication to the SH reflecting SGC's direction (F15A)	Minutes of Meeting w/ stakeholders on initiated PPAs, and/or Concept Note/Project Brief, or similar document (F16A)	SGC Resolution recommending the SIP to LSB or any document recommending policy/program to the LSB base on the SIP (F17A)	SGC Resolution on involving various sectors (F18A)	SGC Report on the issues/concerns raised during school activities/events (F19A)	a) Documentation of the organized/conducted program b) Minutes of Meeting where issues & concerns are discussed (F110A)	SGC Resolution on access to information/school data & information and/or SGC's Action Plan on promoting access to information (F111A)	SGC Resolution on the recommendation on ways of improving the quality of SIP, AIP, and other DepEd programs, projects, and activities (F112A)
1	2	3	4	5	6	7	8	9	10	11	12

