



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

2023-82657  
DM-2023-10-433  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
OCT 16 2023 time: 4:21  
By: *[Signature]*

**DIVISION MEMORANDUM**

No. 433, s. 2023

To: **Assistant Schools Division Superintendent**  
**Curriculum Implementation Division (CID)**  
**School Governance and Operations Division (SGOD)**  
**Public Schools District Supervisors (PSDSs)**  
**Division SGC Composite Team**  
**Public Secondary School Heads**

From: *[Signature]* **CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent *[Signature]*

Date: **October 16, 2023**

Subject: **SY 2023-2024 ROLLOUT OF THE SCHOOL GOVERNANCE COUNCIL (SDGC)  
FUNCTIONALITY ASSESSMENT TOOL FOR SECONDARY SCHOOLS**

1. The Implementing Guidelines on the Establishment of School Governance Council (SGC) or DepEd Order No. 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.
2. In 2022, the BHROD-SED developed the SGC Functionality Assessment Tool that aimed to support the implementation of DepEd Order No. 26, s. 2022. This tool initially assessed SGCs functionality using the indicators provided in the mentioned policy. The data gathered was used as baseline information on the current context of SGCs and the priority areas that needed support and assistance from the different governance levels.
3. This Office conducted last October 14, 2022 a one-day Capacity Building of the School-Based Management (SBM) Guidelines Cum Establishment of School Governance Council in preparation of the Rollout of the SGC Functionality Assessment Tool for Secondary and Integrated Schools. Furthermore, the schools conducted SGC functionality assessment and this Office validated schools' means of verification per indicator which were submitted to the Central Office. September 22, 2023 another roll-out on the tool was conducted to follow-up the SGC implementation in schools.
4. To check the progress of the SGCs, the BHROD-SED will roll-out the SGC Functionality Tool for SY 2023-2024.



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



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**REGION X - NORTHERN MINDANAO**  
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5. The SGC Functionality Assessment Tool consists of the following components:
- SGC's Main Purpose
    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. 2922
  - SGC Functionality Sub-Indicators  
The specific activities that shall enable the achievement of their corresponding functionality indicator

6. 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, Validation, and Monitoring of the SGC Functionality Assessment Tool
- Enclosure No. 3 – Report No. 1 – Quick Count
- Enclosure No. 4 – Report No. 2 – SDO Validation Tool
- Enclosure No. 5 – RO Monitoring Tool
- Enclosure No. 6 – Schedule of the Rollout and Data Collection, Validation and Monitoring of the Tool

7. For School Year 2023-2024, 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 year but are **NOT REQUIRED** to accomplish the tool via Google Forms.

8. To ensure that all MOVs are valid and correct, all secondary schools shall subject to validation of the Division SGC Composite Team before uploading to CO link <https://tinyurl.com/SGCTool-R10-MalaybalayCity>. Please observe the following progress monitoring timeline:

**SCHEDULED OF THE DATA COLLECTION, VALIDATION,  
AND REPORT GENERATION OF THE TOOL**

DATE		INCHARGE
October 23-24, 2023	SDO Checking and Validation of MOVs	SGC Composite Team
October 25, 2023 (1 <sup>st</sup> Progress check)	CO Uploading of MOVs	School Head
November 6-7, 2023	SDO Checking and Validation of MOVs	SGC Composite Team
November 8, 2023 (2 <sup>nd</sup> Progress check)	CO Uploading of MOVs	School Head
December 4-5, 2023	SDO Checking and Validation of MOVs	SGC Composite Team



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**DIVISION OF MALAYBALAY CITY**

December 6, 2023 (3 <sup>rd</sup> Progress check)	CO Uploading of MOVs	School Head
January 15-16, 2024	SDO Checking and Validation of MOVs	SGC Composite Team
January 17, 2024 (4 <sup>th</sup> Progress Check)	CO Uploading of MOVs	School Head
February 5-6, 2024	SDO Checking and Validation of MOVs	SGC Composite Team
February 7, 2024 (5 <sup>th</sup> Progress Check)	CO Uploading of MOVs	School Head
February 28, 2024 (Conclusion of Rollouts for S/Y 2023-2024)		
Submission of Report No. 2 (March-April 2024)		SDO SGC Coordinator
Submission of Report No. 3 (May -June 2024)		SDO SGC Coordinator

9. Attached are the Means of Verification for each Functionality Indicator.
10. Should there be queries, please contact the SGOD - School Management, Monitoring and Evaluation Section.

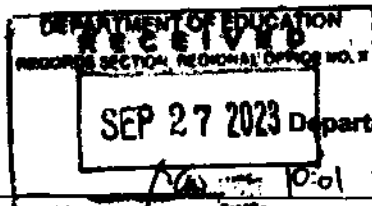
SMME/Lynne



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23-105733

Department of Education Region 10 <region10@deped.gov.ph>

**[DM-OUHROD-2023-1399] Memorandum on the Roll-Out of the SGC Functionality Assessment Tool for Secondary Schools**

1 message

School Effectiveness Division <bhrod.sed@deped.gov.ph> Tue, Sep 26, 2023 at 7:22 PM  
 To: DepEd I Ilocos Region <region1@deped.gov.ph>, DepEd II Cagayan Valley Region <region2@deped.gov.ph>, DepEd III Central Luzon <region3@deped.gov.ph>, DepEd IVA CALABARZON <region4a@deped.gov.ph>, DepEd-Region 4B <region4b@deped.gov.ph>, DepEd V Bicol Region <region5@deped.gov.ph>, DepEd VI Western Visayas <region6@deped.gov.ph>, DepEd VII Central Visayas <region7@deped.gov.ph>, DepEd VIII Eastern Visayas <region8@deped.gov.ph>, DepEd IX Zamboanga Peninsula <region9@deped.gov.ph>, DepEd X Northern Mindanao <region10@deped.gov.ph>, DepEd XI Davao Region <region11@deped.gov.ph>, DepEd XII Soccsksargen <region12@deped.gov.ph>, DepEd IVB MIMAROPA <mimaropa.region@deped.gov.ph>, DepEd Region XIII- CARAGA <caraga@deped.gov.ph>, DepEd Cordillera Administrative Region <car@deped.gov.ph>, DepEd NCR <ncr@deped.gov.ph>  
 Cc: Marian Efondo <marian.efondo@deped.gov.ph>, jeanne.grageda@deped.gov.ph, sebastian.cheng@deped.gov.ph, ftad.region1@deped.gov.ph, ftad.region2@deped.gov.ph, ftad.region3@deped.gov.ph, ftad.region5@deped.gov.ph, ftad.region6@deped.gov.ph, ftad.ro7@deped.gov.ph, ftad region8 <ftad.region8@deped.gov.ph>, ftad.region9@deped.gov.ph, ftad.region10@deped.gov.ph, ftad.region11@deped.gov.ph, ftad.region12@deped.gov.ph, Depedcar Ftad <ftad.depedcar@gmail.com>, ftad.ncr@gmail.com, ftad.ncr@deped.gov.ph

Dear Regional Directors,

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.

In 2022, BHROD-SED developed the SGC Functionality Assessment Tool that aimed to support the implementation of DepEd Order 26, s. 2022. This tool initially assessed SGC's functionality using the indicators provided in the mentioned policy. The data gathered was used as baseline information on the current context of SGCs and the priority areas that needed support and assistance from the different governance levels.

To check the progress of the SGCs, the BHROD-SED will roll-out the SGC Functionality Assessment Tool for S/Y 2023-2024.

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

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- Enclosure No. 6 - Schedule of the Roll-Out and Data Collection, Validation, and Monitoring of the Tool

For queries and concerns, kindly contact Ms. Marian Efondo of BHROD-SED through email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph).

Best regards,  
BHROD-SED

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8 attachments

26 September 2023 - Memorandum on the SGC Roll-out.pdf  
111K

 **5- [DM-OUHROD-2023-1399] Enclosure No. 5 - RO Monitoring Tool.pdf**  
125K

 **4- [DM-OUHROD-2023-1399] Enclosure No. 4 - RO Monitoring Tool.pdf**  
209K

 **3 - [DM-OUHROD-2023-1399] Enclosure No. 3 - Quick Count.pdf**  
150K

 **1- [DM-OUHROD-2023-1399] Enclosure No. 1- 2023 SGC Functionality Assessment Tool (For Reference).pdf**  
463K

 **2- [DM-OUHROD-2023-1399] Enclosure No. 2 - Process Flow.pdf**  
735K

 **6 - [DM-OUHROD-2023-1399] Enclosure No. 6- Schedule of Roll-out.pdf**  
130K

 **7 - [DM-OUHROD-2023-1399] Enclosure No. 6 - Schedule of Roll-out.pdf**  
135K



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## Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-OUHROD-2023-1399

TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

FROM :   
GLORIA DUMAMIL-MERCADO  
*Undersecretary for Human Resource and Organizational  
Development*

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

DATE : 25 September 2023

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.

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.

In 2022, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) developed the SGC Functionality Assessment Tool that aimed to support the implementation of DepEd Order 26, s. 2022. This tool initially assessed SGC's functionality using the indicators provided in the mentioned policy. The data gathered was used as baseline information on the current context of SGCs and the priority areas that needed support and assistance from the different governance levels.

To check the progress of the SGCs, the BHROD-SED will roll-out the SGC Functionality Assessment Tool for S/Y 2023-2024.

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 Monitoring of the SGC Functionality Assessment Tool
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- Enclosure No. 4 -** Report No. 2 – SDO Validation Tool
- Enclosure No. 5 -** Report No. 3 – RO Monitoring Tool
- Enclosure No. 6 -** Schedule of the Roll-Out and Data Collection and Report Generation of the Tool

For School Year 2023-2024, 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 Efono** of **BHROD-SED** through email at **bhrod.sed@deped.gov.ph**.

For dissemination and appropriate action.

## SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools • 2023 Rollout

In relation to the mandate of DO. 26, s. 2022 on the establishment of School Governance Council (SGC) and to ensure that all public schools are able to create functional SGCs, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) shall conduct a monitoring and evaluation of SGCs through the SGC Functionality Assessment Tool ("SGC Tool").

### UNDERSTANDING THE SGC FUNCTIONALITY ASSESSMENT TOOL

This **SGC Functionality Assessment Tool** aims to assess the functionality of SGCs in secondary schools. The Tool consists of the following components:

- **Two (2) Main Purposes**
  1. To provide structure for **shared governance**
  2. To provide a **feedback mechanism**
- **Twelve (12) Functionality Indicators**

Functionality indicators are anchored on the two main purposes of the SGC and can be found in Section VII of DO 26, s. 2022. In this SGC Tool, these indicators are grouped according to the functions per purpose. Additionally, a brief description on how the Functionality Indicator can be observed is also included to provide schools with further guidance in establishing functional SGCs.
- **Nineteen (19) Functionality Sub-indicators**

In this SGC Tool, there are seven (7) functionality indicators that have sub-indicators. Sub-Indicators are the specific activities that enable the achievement of their corresponding functionality indicator. These are divided into:

  - A. **Primary Sub-Indicators**, which are the sub-indicators that **determine the achievement** of their corresponding Functionality Indicators, and thus must be met; and
  - B. **Other Sub-Indicators**, which are the sub-indicators that SGCs may comply with, only when the Primary Sub-Indicator is met and applicable.

The result of the assessment shall be used as information in identifying priority areas that may need support and assistance from the different governance levels.

### **Determining a Functional SGC Through the SGC Functionality Assessment Tool**

For an SGC to be considered functional, the Council must be able to **comply with at least 10 out of the 12 (at least 80%) Functionality Indicators** based on the **minimum MOVs** submitted. Thus, at a minimum, functional SGC complies with the following requirements:

1. **Functionality Indicators** without sub-indicators are observed (*Yes to all Functionality Indicators without sub-indicators*);
2. **Primary Sub-Indicators**, under Functionality Indicators with sub-indicators, are observed (*Yes to all Primary Sub-Indicators*);
3. **Minimum MOVs** are submitted.

The **Other Sub-Indicators** are also recommended to be attained to further strengthen the SGC's functionality. **Additional MOVs** may be submitted when available to showcase its advanced practices. In addition, ensure that the MOVs are complete and readily available during data validation of the SDOs and/or BHROD-SED.





## SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools • 2023 Rollout

### SCHOOL PROFILE

School Name : \_\_\_\_\_

School ID : \_\_\_\_\_ Region : \_\_\_\_\_

Contact Number : \_\_\_\_\_ Division : \_\_\_\_\_

### SGC PROFILE

#### Establishment of SGC

**Newly-Established SGC**

*The school has formed the SGC after the issuance of DO 26, s. 2022.  
The SGC was established in SY 2022-2023 or later.*

**With Existing SGC**

*The school already has an SGC before the issuance of DO 26, s. 2022.  
The SGC was restructured in accordance with DO 26, s. 2022.*

#### Date of Establishment

\_\_\_\_\_  
( Month and Year )

Name of SGC : \_\_\_\_\_

### HOW TO ANSWER THE SGC FUNCTIONALITY ASSESSMENT TOOL (PRINTED)

#### 1. Functionality Indicators

Put a check mark ( / ) on the appropriate box:

- YES (if the indicator is met)  
 NO (if the indicator is not met)

#### 2. Sub-Indicators

If the Primary Sub-Indicator is not met, no need to proceed to complying with Other Sub-Indicator/s.

#### 3. Means of Verification (MOVs)

Put a check mark ( / ) on the box that corresponds to the available MOV.

If YES to the Functionality Indicator, prepare the corresponding minimum MOVs. To showcase the SGC's advanced practices, Additional MOVs may also be submitted. If NO, no need to prepare or present any MOVs. In addition, ensure that the MOVs are complete and readily available when answering the ONLINE SGC Functionality Assessment Tool and during data validation of the SDOs and / or BHRD-SED

## SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools • 2023 Rollout

### 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 1:

The SGC serves as a collective and consultative body for school plans, programs, activities, and strategic directions.

**FUNCTIONALITY INDICATORS (FI)**

**1, 2, and 3**

<b>FI1</b>	<b>FUNCTIONALITY INDICATOR 1</b>		
<p><b>THE SGC HAS MEMBERS WHO ARE INFORMED OF AND GIVEN THE OPPORTUNITY TO EXERCISE THEIR ROLES AND RESPONSIBILITIES IN THE COUNCIL.</b>  <i>A functional SGC has members who participate in the decision-making process.</i></p>			
<b>FI1A</b>	<b>PRIMARY SUB-INDICATOR</b>		
<input type="checkbox"/> YES <input type="checkbox"/> NO	<p><b>The SGC has called meetings in order to create a venue for its decision-making process.</b></p> <hr/> <p>If YES, prepare the following MOVs:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <b>Minimum MOVs</b>  <input type="checkbox"/> Notice of meeting (at least 1 of 4 Regular Meetings)                 </td> <td style="width: 50%; border: none;"> <b>Additional MOVs</b>  <input type="checkbox"/> Notices of meetings (2 to 4 Regular Meetings)                 </td> </tr> </table>	<b>Minimum MOVs</b> <input type="checkbox"/> Notice of meeting (at least 1 of 4 Regular Meetings)	<b>Additional MOVs</b> <input type="checkbox"/> Notices of meetings (2 to 4 Regular Meetings)
<b>Minimum MOVs</b> <input type="checkbox"/> Notice of meeting (at least 1 of 4 Regular Meetings)	<b>Additional MOVs</b> <input type="checkbox"/> Notices of meetings (2 to 4 Regular Meetings)		

**NOTE** If the Primary Sub-Indicator is not met (NO), no need to comply with the Other Sub-Indicators.

<b>FI1B</b>	<b>Other Sub-Indicator</b>		
<input type="checkbox"/> YES <input type="checkbox"/> NO	<p><b>SGC members have been inducted and oriented of their roles and responsibilities as members and officers of the Council.</b></p> <hr/> <p>If YES, prepare the following MOVs:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <b>Minimum MOVs</b>  <input type="checkbox"/> Membership / Induction Certificates (7 to 15 voting members) or  <input type="checkbox"/> SGC Resolution on the Official List of Voting Members (7 to 15 voting members)                 </td> <td style="width: 50%; border: none;"> <b>Additional MOVs</b>  <input type="checkbox"/> Membership / Induction Certificates (non-voting members) or  <input type="checkbox"/> SGC Resolution on the Official List of Members (non-voting members)                 </td> </tr> </table>	<b>Minimum MOVs</b> <input type="checkbox"/> Membership / Induction Certificates (7 to 15 voting members) or <input type="checkbox"/> SGC Resolution on the Official List of Voting Members (7 to 15 voting members)	<b>Additional MOVs</b> <input type="checkbox"/> Membership / Induction Certificates (non-voting members) or <input type="checkbox"/> SGC Resolution on the Official List of Members (non-voting members)
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<b>FI1C</b>	<b>Other Sub-Indicator</b>		
<input type="checkbox"/> YES <input type="checkbox"/> NO	<p><b>The SGC has organizational chart, including non-voting members, if applicable.</b></p> <hr/> <p>If YES, prepare the following MOVs:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <b>Minimum MOVs</b>  <input type="checkbox"/> Draft / Operative Organizational Chart                 </td> <td style="width: 50%; border: none;"> <b>Additional MOVs</b>  <input type="checkbox"/> Approved / Adopted Organizational Chart                 </td> </tr> </table>	<b>Minimum MOVs</b> <input type="checkbox"/> Draft / Operative Organizational Chart	<b>Additional MOVs</b> <input type="checkbox"/> Approved / Adopted Organizational Chart
<b>Minimum MOVs</b> <input type="checkbox"/> Draft / Operative Organizational Chart	<b>Additional MOVs</b> <input type="checkbox"/> Approved / Adopted Organizational Chart		

<b>FI2</b>	<b>FUNCTIONALITY INDICATOR 2</b>		
<p><b>THE SGC HAS ESTABLISHED ITS POSITION AS A CONSULTATIVE BODY IN DEVELOPING SCHOOL POLICIES.</b>  <i>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.</i></p>			
<b>FI2A</b>	<b>PRIMARY SUB-INDICATOR</b>		
<input type="checkbox"/> YES <input type="checkbox"/> NO	<p><b>The SGC has participated actively in the formulation of the SIP/AIP and other DepEd programs, projects, and activities.</b></p> <hr/> <p>If YES, prepare the following MOVs:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <b>Minimum MOVs</b>  <input type="checkbox"/> Minutes of Meeting with SPT on SIP / AIP (at least 1 meeting)                 </td> <td style="width: 50%; border: none;"> <b>Additional MOVs</b>  <input type="checkbox"/> Minutes of Meetings with SPT on SIP / AIP (2 or more meetings)  <input type="checkbox"/> Minutes of Meeting/s with SPT on other DepEd programs, projects, and activities (at least 1 meeting)  <input type="checkbox"/> SGC's Action Plan  <input type="checkbox"/> SGC Resolution relative to the indicator (at least 1)                 </td> </tr> </table>	<b>Minimum MOVs</b> <input type="checkbox"/> Minutes of Meeting with SPT on SIP / AIP (at least 1 meeting)	<b>Additional MOVs</b> <input type="checkbox"/> Minutes of Meetings with SPT on SIP / AIP (2 or more meetings) <input type="checkbox"/> Minutes of Meeting/s with SPT on other DepEd programs, projects, and activities (at least 1 meeting) <input type="checkbox"/> SGC's Action Plan <input type="checkbox"/> SGC Resolution relative to the indicator (at least 1)
<b>Minimum MOVs</b> <input type="checkbox"/> Minutes of Meeting with SPT on SIP / AIP (at least 1 meeting)	<b>Additional MOVs</b> <input type="checkbox"/> Minutes of Meetings with SPT on SIP / AIP (2 or more meetings) <input type="checkbox"/> Minutes of Meeting/s with SPT on other DepEd programs, projects, and activities (at least 1 meeting) <input type="checkbox"/> SGC's Action Plan <input type="checkbox"/> SGC Resolution relative to the indicator (at least 1)		

## SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools • 2023 Rollout

**NOTE** If the Primary Sub-Indicator is not met (NO), no need to comply with the Other Sub-Indicators.

<b>F12B</b>	<b>Other Sub-Indicator</b>
<input type="checkbox"/> YES	The SGC has passed recommendations to the School Head regarding concerns, policies, programs, and/or interventions raised by stakeholders.
<input type="checkbox"/> NO	
If YES, prepare the following MOVs:	
<b>Minimum MOVs</b>	<b>Additional MOVs</b>
<input type="checkbox"/> SGC Resolution relative to the indicator (at least 1)	<input type="checkbox"/> SGC Resolutions relative to the indicator (2 or more)

<b>F12C</b>	<b>Other Sub-Indicator</b>
<input type="checkbox"/> YES	The SGC has attended meetings on the importance of upholding the rights of the child.
<input type="checkbox"/> NO	
If YES, prepare the following MOVs:	
<b>Minimum MOVs</b>	<b>Additional MOVs</b>
<input type="checkbox"/> Minutes of Meeting with CPU, CPC, or other similar DepEd organizations (at least 1 meeting)	<input type="checkbox"/> Minutes of Meetings with CPU, CPC, or other similar DepEd organizations (2 or more meetings)
	<input type="checkbox"/> SGC Resolution on promoting the rights of the child (at least 1)

<b>F13</b>	<b>FUNCTIONALITY INDICATOR 3</b>
<b>THE SGC HAS CONDUCTED REGULAR SGC MEETINGS AS PRESCRIBED IN THE DO 26, S. 2022 (IMPLEMENTING GUIDELINES ON THE ESTABLISHMENT OF SCHOOL GOVERNANCE COUNCIL).</b>	
<i>A functional SGC has understood the process of discussing matters that results to the formulation of action plan responsive to school concerns.</i>	
<b>F13A</b>	<b>PRIMARY SUB-INDICATOR</b>
<input type="checkbox"/> YES	The SGC has decided matters through a resolution, signed by all SGC voting members.
<input type="checkbox"/> NO	
If YES, prepare the following MOVs:	
<b>Minimum MOVs</b>	<b>Additional MOVs</b>
<input type="checkbox"/> SGC Resolution (at least 1)	<input type="checkbox"/> SGC Resolutions (2 or more)
	<input type="checkbox"/> SGC's Action Plan

**NOTE** If the Primary Sub-Indicator is not met (NO), no need to comply with the Other Sub-Indicators.

<b>F13B</b>	<b>Other Sub-Indicator</b>
<input type="checkbox"/> YES	Agenda of meetings have included programs, projects, and activities that are supportive of the SIP, AIP, and other school priorities.
<input type="checkbox"/> NO	
If YES, prepare the following MOVs:	
<b>Minimum MOVs</b>	<b>Additional MOVs</b>
<input type="checkbox"/> Minutes of Meeting mentioning meeting agenda (at least 1 meeting)	<input type="checkbox"/> Minutes of Meeting mentioning meeting agenda (2 or more meetings)

<b>F13C</b>	<b>Other Sub-Indicator</b>
<input type="checkbox"/> YES	All regular meetings have been conducted with a quorum of 50%+1 of the total SGC voting membership.
<input type="checkbox"/> NO	
If YES, prepare the following MOVs:	
<b>Minimum MOVs</b>	<b>Additional MOVs</b>
<input type="checkbox"/> Minutes of Meetings specifying required quorum (at least 1 of 4 Regular Meetings)	<input type="checkbox"/> Minutes of Meetings specifying required quorum (2 - 4 Regular Meetings)

<b>F13D</b>	<b>Other Sub-Indicator</b>
<input type="checkbox"/> YES	Regular meetings have minutes.
<input type="checkbox"/> NO	
If YES, prepare the following MOVs:	
<b>Minimum MOVs</b>	<b>Additional MOVs</b>
<input type="checkbox"/> Minutes of Meeting (at least 1 of 4 Regular Meetings)	<input type="checkbox"/> Minutes of Meetings (2 - 4 Regular Meetings)

## SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools • 2023 Rollout

### 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 INDICATORS (FI)

4 and 5

### FI1 FUNCTIONALITY INDICATOR 1

#### 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.*

#### FI1A PRIMARY SUB-INDICATOR

- YES** The SGC has organized meetings with different school stakeholders to harmonize proposed and existing programs, projects, and activities.
- NO**

If YES, prepare the following MOVs:

##### Minimum MOVs

- Minutes of Meeting with stakeholders on programs, projects, and activities (at least 1 meeting)

##### Additional MOVs

- Minutes of Meetings with stakeholders on programs, projects, and activities (2 or more meetings)
- SGC's Action Plan
- SGC Resolution relative to the indicator (at least 1)

**NOTE** If the Primary Sub-Indicator is not met (NO), no need to comply with the Other Sub-Indicators.

#### FI1B Other Sub-Indicator

- YES** The SGC has been represented in meetings organized by different school committees and organizations.
- NO**

If YES, prepare the following MOVs:

##### Minimum MOVs

- Any document reporting the discussion from the meeting attended (at least 1 meeting)

##### Additional MOVs

- Any documents reporting the discussion from the meeting attended (2 or more meetings) or
- Copy of the Minutes of Meetings from school committees and organizations

#### FI1C Other Sub-Indicator

- YES** The SGC has met and discussed with school stakeholders its role as oversight on school planning and resource use.
- NO**

If YES, prepare the following MOVs:

##### Minimum MOVs

- Minutes of Meetings with different school stakeholders (at least 1 meeting)

##### Additional MOVs

- Minutes of Meetings with different school stakeholders (2 or more meetings) or
- SGC Resolution relative to the indicator (at least 1)

### FI5 FUNCTIONALITY INDICATOR 5

#### 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.*

#### FI5A PRIMARY SUB-INDICATOR

- YES** The Co-Chairpersons have communicated the direction of the SGC to the School Head.
- NO**

If YES, prepare the following MOVs:

##### Minimum MOVs

- Copy of the communication / transmittal letter to the School Head reflecting the direction of the SGC

##### Additional MOVs

- Any document with citations on SGC's recommendation released by the school management / School Head
- School Head's acknowledgment of SGC (SOSA, speeches, newsletter, etc.)

## SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools - 2023 Rollout

### FUNCTION 3:

The SGC serves as a platform cultivating the spirit of *bayanhan* 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 INDICATORS (FI)

6, 7, and 8

#### FI6 FUNCTIONALITY INDICATOR 6

**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.*

##### FI6A PRIMARY SUB-INDICATOR

- YES** The SGC has been involved in the development of stakeholder-initiated programs and activities.
- NO**

If YES, prepare the following MOVs:

###### Minimum MOVs

- Minutes of Meeting with stakeholders on stakeholder-initiated programs and activities (at least 1 meeting)
- Concept note / Project brief, or similar document (at least 1)

###### Additional MOVs

- Concept note / Project brief, or similar document (2 or more)
- Copy of the project proposal on stakeholder-initiated programs and activities
- SIP, AIP, SRC, and SMEA (specify the page in the reports)

**NOTE** If the Primary Sub-Indicator is not met (NO), no need to comply with the Other Sub-Indicators.

##### FI6B Other Sub-Indicator

- YES** The SGC has monitored and evaluated the impact/success of stakeholder-initiated programs and activities.
- NO**

If YES, prepare the following MOVs:

###### Minimum MOVs

- Report on the assessment / monitoring and evaluation of stakeholder-initiated program and/or activity (at least 1 program / activity)

###### Additional MOVs

- Report on the assessment / monitoring and evaluation of stakeholder-initiated programs and/or activities (for 2 or more programs / activities)
- SIP, AIP, SRC, SMEA, and School Project Monitoring Reports

##### FI6C Other Sub-Indicator

- YES** The SGC has established linkages with other stakeholders and/or referred potential partners to the School Head.
- NO**

If YES, prepare the following MOVs:

###### Minimum MOVs

- SGC resolution on the referral of the identified potential partner (at least 1 partner)

###### Additional MOVs

- SGC resolution on the referral of the identified potential partner (2 or more partners)
- Copy of the MOA, DOD, DOA, etc., reflecting the name/s of the referred partner/s (at least 1 partner)

#### FI7 FUNCTIONALITY INDICATOR 7

- YES** THE SGC HAS RECOMMENDED POLICIES AND PROGRAMS TO THE LOCAL SCHOOL BOARD (LSB) TO STRENGTHEN RELATIONSHIP WITH THE LGU.
- NO**

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

If YES, prepare the following MOVs:

###### Minimum MOVs

- SGC Resolution recommending the SIP to LSB, or
- Any document recommending policy / program to the LSB, based on the SIP

###### Additional MOVs

- Proof of endorsement of the SGC Resolution to the SDS and transmittal to the LSB

## SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools • 2023 Rollout

### FI8 FUNCTIONALITY INDICATOR 8

- YES THE SGC HAS INVOLVED THE DIFFERENT SECTORS TO ENSURE INCLUSIVE REPRESENTATION OF STAKEHOLDERS IN THE COUNCIL.**
- NO**

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

If YES, prepare the following MOVs:

**Minimum MOVs**

- SGC Resolution on involving various sectors

**Additional MOVs**

- Official list of members with expanded membership (inclusive and diverse in terms of age, gender, religion, ethnicity, and political beliefs)
- SGC Resolution on inclusiveness, diversity, equity, and accessibility

### 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 INDICATORS (II)

9 and 10

### FI9 FUNCTIONALITY INDICATOR 9

- YES THE SGC HAS PARTICIPATED IN SCHOOL GENERAL ASSEMBLIES, PTA CONFERENCES, STAKEHOLDER CONVERGENCE, SOSA, AND/OR OTHER STAKEHOLDER ENGAGEMENT ACTIVITIES AND INITIATIVES.**
- NO**

*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.*

If YES, prepare the following MOVs:

**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

### FI10 FUNCTIONALITY INDICATOR 10

- YES THE SGC HAS ORGANIZED DISCUSSIONS AND FORUMS THAT INVITE AND INSPIRE STAKEHOLDERS TO ENGAGE AND PARTICIPATE.**
- NO**

*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.*

If YES, prepare the following MOVs:

**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

## SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools • 2023 Rollout

### FUNCTION 2:

The SGC assists the school in ensuring transparency in its operations and performance, specifically school programs and resources management.

FUNCTIONALITY  
INDICATOR (11)

11

#### FI11 FUNCTIONALITY INDICATOR 11

##### 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.*

#### FI11A PRIMARY SUB-INDICATOR

- YES** 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.
- NO**

If YES, prepare the following MOVs:

##### 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 board or bulletin board

**NOTE:** If the Primary Sub-Indicator is not met (NO), no need to comply with the Other Sub-Indicators.

#### FI11B Other Sub-Indicator

- YES** 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.
- NO**

If YES, prepare the following MOVs:

##### 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):
    - Website: \_\_\_\_\_
    - Facebook Page / Group: \_\_\_\_\_
    - Other Platform/s: \_\_\_\_\_
  - Offline (Copy of printed materials such as newsletters, posters, pamphlets, tarpaulin banners, etc.)

### 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 (12)

12

#### FI12 FUNCTIONALITY INDICATOR 12

- YES** THE SGC HAS SUGGESTED WAYS OF IMPROVING THE QUALITY OF SIP, AIP, AND OTHER DEPED PROGRAMS, PROJECTS, AND ACTIVITIES.
- NO**

*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.*

If YES, prepare the following MOVs:

##### Minimum MOVs

- SGC Resolution on the recommendation on ways of improving the quality of SIP, AIP, and other DepEd programs, projects, and activities (at least 1)

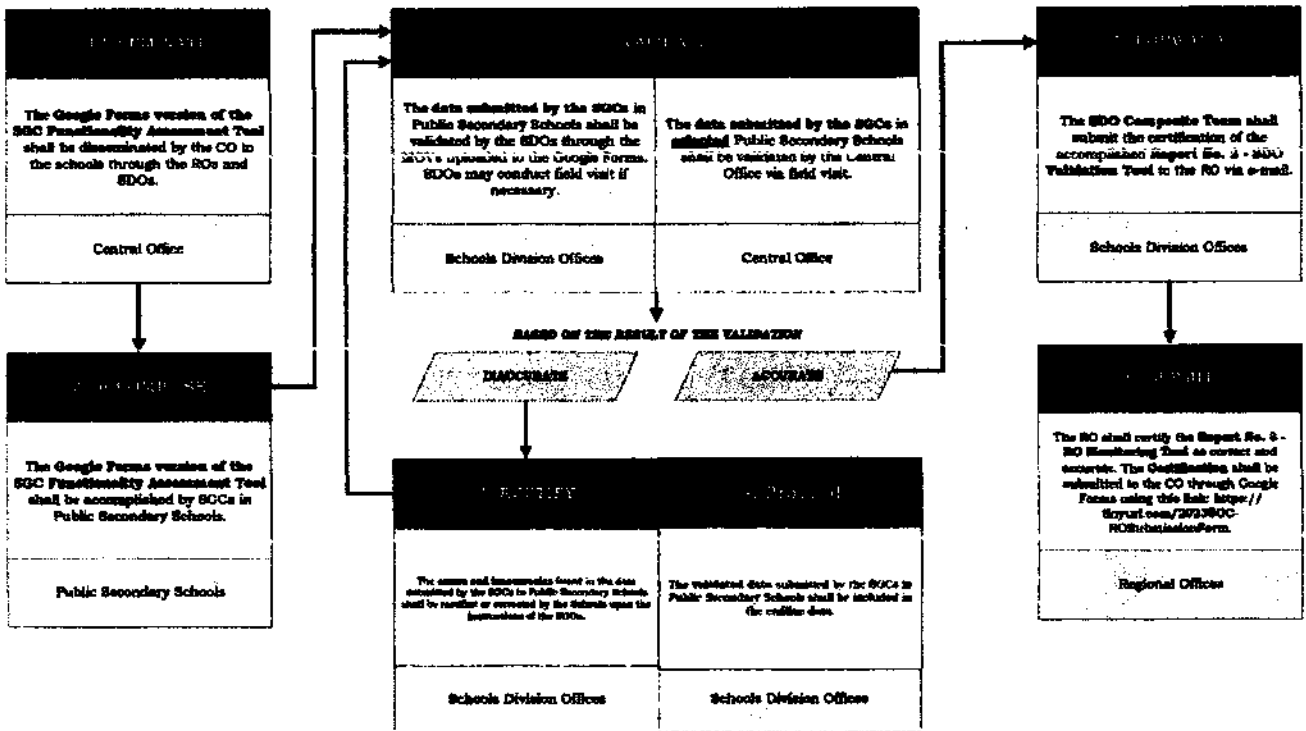
##### Additional MOVs

- SGC Resolutions on the recommendations on ways of improving the quality of SIP, AIP, and other DepEd programs, projects, and activities (2 or more)

**PROCESS FLOW OF THE DATA COLLECTION AND REPORT GENERATION OF THE SGC FUNCTIONALITY ASSESSMENT TOOL**

To ensure smooth implementation of the tool, procedures on the **Data Collection and Report Generation** are stated below:

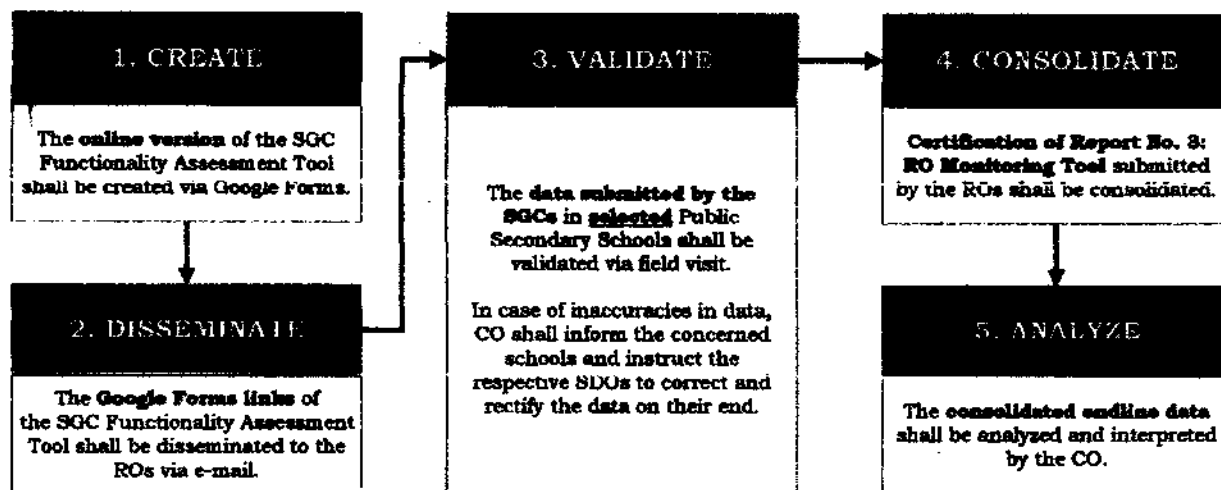
**GENERAL PROCESS FLOW**



The General Process flow above shall be broken-down per Governance Level to better guide the Central Office (CO), Regional Offices (RO), Schools Division Offices (SDO), and schools of their roles and responsibilities regarding the accomplishment of the SGC Functionality Assessment Tool.



**Central Office**

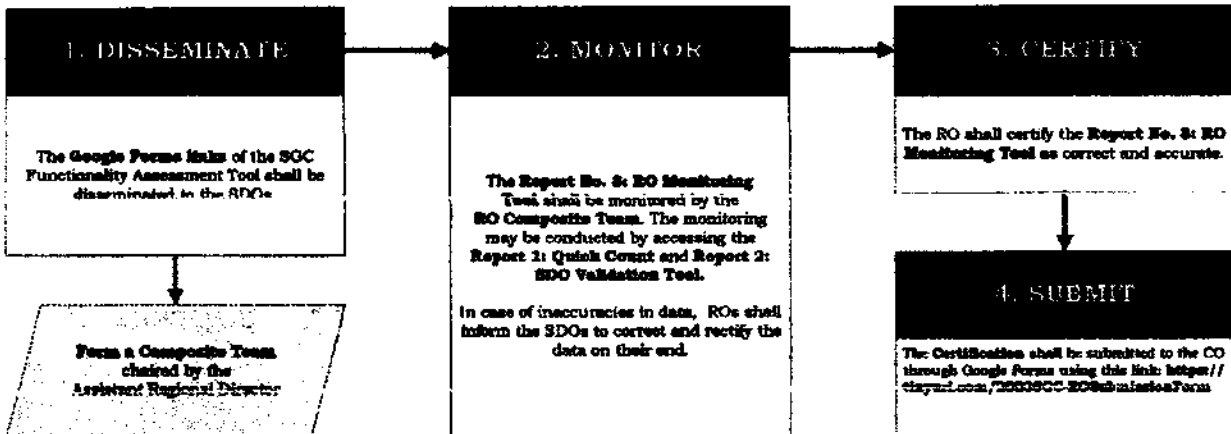


The Central Office shall create the Google Forms version of the SGC Functionality Assessment Tool and shall disseminate the link to the ROs through e-mail.

The CO shall validate the data submitted by the SGCs in select Public Secondary Schools a week after the initial roll-out of the tool through field visit. The field visit to select schools intends to check and ensure the validity of the Means of Verifications (MOVs) submitted by the SGCs. In case of inaccuracies found in the submission, the CO shall inform the concerned schools and instruct the respective SDOs to correct and rectify the data on their end.

The CO shall consolidate and analyze the validated data submitted by the SDOs and certified by the ROs using the certified **Report No. 3: RO Monitoring Tool**. This shall be used as reference in identifying strategies and interventions to further strengthen the implementation of the policy.

**Regional Office**



The RO shall share the link of the **Google Forms version of the SGC Functionality Assessment Tool** with their respective SDOs.

The RO shall reorganize the **RO SGC Composite Team** who shall monitor and verify the results submitted by the SDOs. Using Report No. 3: Regional SGC Monitoring Tool, they can monitor the accomplishment of the SGC Functionality Assessment Tool in their region. It also contains the links to the **SDO Report 1: Quick Count** and **SDO Report 2: Validation Tool** for reference. The team shall be composed of the following:

<b>Chair</b>	Assistant Regional Director
<b>Members</b>	3-5 members including the Regional School-Based Management Coordinator

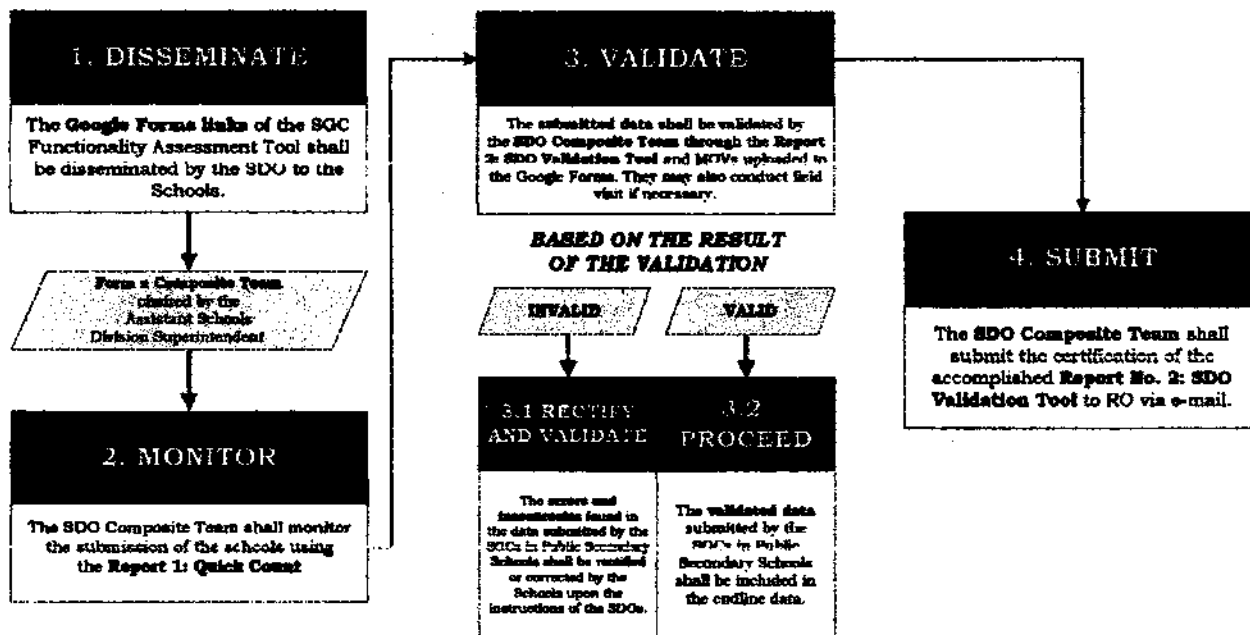
If deemed necessary, ROs may add member/s to the composite team.

The **Report No. 3 - RO Monitoring Tool** shall be monitored by the **RO Composite Team**. The monitoring may be conducted by accessing **Report 1: Quick Count** and **Report 2: SDO Validation Tool**.

The RO shall certify **Report No. 3 - RO Monitoring Tool** as correct and accurate.

The **Certification** shall be submitted to the CO through Google Forms using this link: <https://tinyurl.com/2023SGC-ROSubmissionForm>.

**Schools Division Office**



The SDO shall inform the schools to accomplish the SGC Functionality Assessment Tool using the Google Form link provided.

The SDOs shall reorganize the **SDO Composite Team** who shall validate and verify the data submitted by the SGCs. The team shall be composed of the following:

<b>Chair</b>	Assistant Schools Division Superintendent
<b>Members</b>	3-5 members including the SDO School-Based Management Coordinator

If deemed necessary, SDOs may add member/s to the composite team.

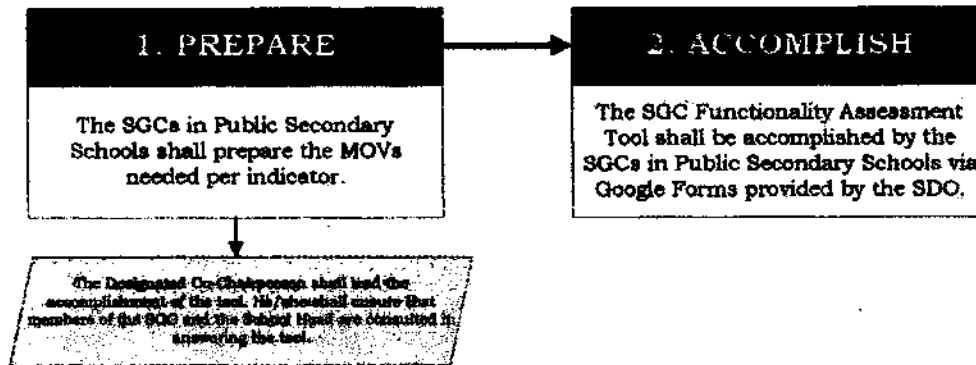
The SDO Composite Team shall have access to **Report No. 1 Quick Count** to have a comprehensive view of the SDO's Accomplishment of the SGC Functionality Assessment Tool. It is a protected sheet that helps track and monitor the accomplishment of each school in the Division.

They also have access to **Report 2: SDO Validation Report** and the responses (backend data) of their respective Google Forms to validate the accuracy of data submitted by the schools via Google Forms through checking of the Means of Verifications (MOVs). They may conduct a field visit if necessary.

In the event where they find issues on the data submitted by the SGCs, the SDO shall inform the school and rectify the data.

Upon validation, the SDO shall submit the certification of the accomplished **Report No. 2 - SDO Validation Tool** to the RO via e-mail.

**Schools**



All SGCs of Public Secondary Schools shall answer the Google Forms version of the SGC Functionality Assessment Tool using the link provided by their respective SDO. The Designated Co-Chairperson shall facilitate the accomplishment of the tool. He/she shall ensure that the council and the school head are properly consulted.

Upon accomplishment of the tool, they shall undergo validation conducted by the SDO Composite Team. They shall provide the MOVs requested to ensure compliance with the functionality indicator.

**Report No. 1: Quick Count**

**Description**

The Report 1: Quick Count can be used by both the SDO and RO to:

1. Monitor the completion rate of the SDO regarding the schools' accomplishment of the SGC Functionality Assessment Tool;
2. Check schools who have not yet accomplished the SGC Functionality Assessment Tool; and,
3. Monitor the number of Functional SGCs (based on Unvalidated data) in the Division

NOTE: THIS WORKSHEET IS PROTECTED.

SGC Functionality Assessment Tool 2023 Rollout  
**REPORT 1: Accomplishment by Division**

Region (R) and Division (select from the dropdowns list)  
**CAR-Mt. Province**

Number of Schools		
Total	Not Responded	Completion Rate
65	0	0.00%

**Functional SGCs**  
 (UNOFFICIAL: Based on the Initial Score) **0**

**List of Schools With No Response Yet**

No.	School ID and Name
1	305228 Albago National High School
2	305229 Antadao National High School
3	305230 Bacani National Trade & Agricultural School
4	305231 Paracelis Technical & Vocational High School
5	305232 Bagnen National High School
6	305233 Banao National High School
7	305234 Bangaon National High School
8	305235 Borig National High School
9	305236 Lias National High School
10	305237 Besao National High School
11	305238 Biktawan National High School
12	305239 Butigue National High School
13	305240 Cagubalan National High School
14	305241 Am-am National High School
15	305242 Eastern Bontoc National Agricultural Vocational High School
16	305243 Guinaang National High School
17	305244 Guinzadan National High School
18	305245 Topapan National High School
19	305246 Kadacton National High School
20	305247 Lubon National High School
21	305248 Maboay National High School

*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.*





**SCHEDULE OF THE ROLL-OUT AND DATA COLLECTION, VALIDATION, AND REPORT GENERATION OF THE TOOL**

For the timeline of activities this S/Y, kindly refer to the timeline below:

DATE	ACTIVITY
Start of SGC Tool Roll-Out	September 2023
Roll-out Proper	September 2023 – February 2024
1 <sup>st</sup> Progress Check	October 25, 2023
2 <sup>nd</sup> Progress Check	November 8, 2023
3 <sup>rd</sup> Progress Check	December 6, 2023
4 <sup>th</sup> Progress Check	January 17, 2024
5 <sup>th</sup> Progress Check	February 7, 2023
Conclusion of Roll-out for S/Y 2023-2024	February 28, 2023
Submission of Report No. 2	March – April 2024
Submission of Report No. 3	May – June 2024