



Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND  
TEACHER EDUCATION COUNCIL SECRETARIAT

## MEMORANDUM

DM-OUHROD-2022-0291

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

FROM : **GLORIA SUMAMIL-MERCADO**  
*Undersecretary for Human Resource and Organizational Development,  
National Educators Academy of the Philippines, and  
Teacher Education Council Secretariat*

SUBJECT : **ADVISORY ON THE ORIENTATION AND CAPACITY BUILDING  
WORKSHOP ON THE IMPLEMENTING GUIDELINES ON THE  
ESTABLISHMENT OF SCHOOL GOVERNANCE COUNCIL (SGC)**

DATE : 26 October 2022

With reference to **DM-OUHROD-2022-0110** *Orientation and Capacity Building Workshop on the Implementing Guidelines on the Establishment of School Governance Council (SGC)*, please be advised of the following changes:

- The Orientation and Capacity Building Workshop on SGC will now focus on providing Technical Assistance to Regional and Division School-Based Management (SBM) Coordinators regarding the SGC Functionality Assessment Tool. The activity shall be referred as SGC Functionality Assessment Tool Capacity Building Workshop For the Program Design, attached *Annex A*.

2.



Republic of the Philippines  
**Department of Education**  
CORINTHERA ADMINISTRATIVE REGION  
WANGAL LA TRINIDAD, BENGUET

RECORDED  
NOV 03 2022  
TIME

November 3, 2022

**To: All Schools Division Superintendents  
All Division SBM Coordinators**

For information and compliance.

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/Regional Director

For the Regional Director:

  
**FLORANTE E. VERGARA**  
 Assistant Regional Director

FTAD/BET/emc





Republika ng Pilipinas

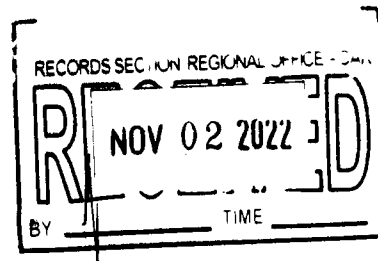
# Department of Education

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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND  
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With reference to **DM-OUHROD-2022-0110** *Orientation and Capacity Building Workshop on the Implementing Guidelines on the Establishment of School Governance Council (SGC)*, please be advised of the following changes:

1. The Orientation and Capacity Building Workshop on SGC will now focus on providing Technical Assistance to Regional and Division School-Based Management (SBM) Coordinators regarding the SGC Functionality Assessment Tool. The activity shall be referred as SGC Functionality Assessment Tool Capacity Building Workshop. For the Program Design, kindly refer to the attached *Annex A*.
2. The SGC Functionality Assessment Tool Capacity Building Workshop will be held in three (3) Batches. For the specific details, kindly refer to the table below:

BATCH	REGION	DATE	VENUE
1	I, II, IV-B, V, CAR, CARAGA	December 1-2, 2022	NEAP Marikina
2	VI, VIII, IX, X, XI, XII	December 5-6, 2022	NEAP Marikina
3	III, IV-A, NCR, VII	December 6-7, 2022	NEAP Marikina

3. ~~This activity shall be participated by the FTAD Chief and/or SBM Coordinator from the Regional Office and ALL SDO SBM Coordinators.~~
4. For travel expenses, please be guided of the following arrangements:

<b>PARTICIPANTS</b>	<b>WHERE TO CHARGE THE TRAVEL EXPENSES</b>
Management Staff and Resource Speakers	BHROD-SED GASS Fund with activity code: AC-22-BHROD-SED-GASS-018
RO and SDO Participants	Respective local funds

All expenses are subject to the usual accounting and auditing rules and regulations.

5. **FOR BATCH 1 PARTICIPANTS**, kindly refer to the following board and lodging and meal arrangement:

<b>BATCH 1</b>						
Date	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Board and Lodging
Dec. 1		✓	✓	✓	✓	✓
Dec. 2	✓	✓	✓	✓	✓	✓
Dec. 3	✓	✓	✓			

- The workshop will start on December 2, 2022 at 1:00 PM and will end on December 2, 2022 at 3:00 PM.
- Batch 1 Participants may already check-in at the venue on December 1, 2022 at 9:00 AM (first meal is snack); Check-out is on December 3, 2022 at 12:00 NN (last meal is lunch).

6. **FOR BATCH 2 PARTICIPANTS**, kindly refer to the following board and lodging and meal arrangement:

<b>BATCH 1</b>						
Date	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Board and Lodging
Dec. 4				✓	✓	✓
Dec. 5	✓	✓	✓	✓	✓	✓
Dec. 6	✓	✓	✓			

- The workshop will start on December 5, 2022 at 8:00 AM and will end on December 6, 2022 at 11:00 AM.
- Batch 1 Participants may already check-in at the venue on December 4, 2022 at 2:00 PM (first meal is snack); Check-out is on December 6, 2022 at 12:00 NN (last meal is lunch).

7. **FOR BATCH 3 PARTICIPANTS**, kindly refer to the following board and lodging and meal arrangement:

<b>BATCH 2</b>						
Date	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Board and Lodging
Dec. 6			✓	✓	✓	✓

Dec. 7	✓	✓	✓	✓	✓	✓
Dec. 8	✓	✓	✓			

- The workshop will start on December 6, 2022 at 1:00 PM and will end on December 7, 2022 at 3:00 PM.
- Batch 2 Participants shall check-in at the venue on December 6, 2022 at 12:00 NN (first meal is lunch); Participants may check-out on December 8, 2022 at 12:00 NN (last meal is lunch).

Kindly confirm your attendance through this link: **[bit.ly/2022\\_SGCTool-Attendance](https://bit.ly/2022_SGCTool-Attendance)** on or before **November 21, 2022**.

For other concerns, kindly coordinate with Ms. Marian M. Efono of BHROD-SED at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or call (02) 8633-5397.

*[BHROD-SED/Efono]*

SGC FUNCTIONALITY ASSESSMENT TOOL CAPACITY BUILDING WORKSHOP

**PROGRAM DESIGN**

**BATCH 1:** December 1-2, 2022

**Participants:** Region I, II, IV-B, V, CAR, CARAGA

TIME		ACTIVITY
START	END	
<b>Day 1 – December 1, 2022 (Thursday)</b>		
9:00 AM	11:30 AM	<b>Arrival of Management Team and Participants</b> Check in at the venue Snack – First Meal
11:30 AM	1:00 PM	<b>Registration and Lunch</b>
1:00 PM	1:45 PM	<b>Preliminaries</b>
		National Anthem and Prayer
		House Norms and Reminders
		Recognition of Participants
		Welcome Remarks
		Photo Opportunity
1:45 PM	2:00 PM	<b>Program Proper</b>
		Objectives of the workshop
		Discussion of Program Flow
		Groupings
2:00 PM	2:30 PM	<b>Activity 1:</b> Context and Background
2:30 PM	2:45 PM	BREAK
2:45 PM	5:00 PM	<b>Activity 2:</b> Status Updates
<b>Day 2 December 2, 2022 (Friday)</b>		
8:00 AM	8:15 AM	PRELIMINARIES
8:15 AM	10:15 AM	<b>Activity 3:</b> Discussion of Challenges per Governance Level
10:15 AM	10:30 AM	BREAK
10:30 AM	12:00 NN	<b>Activity 4:</b> Mitigation and Contingency Plan
12:00 NN	1:00 PM	BREAK
1:00 PM	1:30 PM	<b>Activity 5:</b> Discussion of Timeline for 2023
1:30 PM	3:00 PM	<b>Activity 6:</b> Development of Action Plan for 2023
	3:00 PM	<b>CLOSING</b>

**BATCH 2 – December 5-6, 2022****Participants:** Region VI, VIII, IX, X, XI, XII

TIME		ACTIVITY
START	END	
<b>Day 0 – December 4, 2022 (Sunday)</b>		
2:00 PM		<b>Arrival of Management Team and Participants</b> Check in at the venue  Snack – First Meal
6:00 PM		Dinner
<b>Day 1 – December 5, 2022 (Monday)</b>		
7:30 AM	8:00AM	<b>Registration</b>
8:00 AM	8:45 AM	<b>Preliminaries</b>
		National Anthem and Prayer
		House Norms and Reminders
		Recognition of Participants
		Welcome Remarks
		Photo Opportunity
8:45 AM	9:00 AM	<b>Program Proper</b>
		Objectives of the workshop
		Discussion of Program Flow
		Groupings
9:00 AM	9:30 AM	<b>Activity 1:</b> Context and Background
9:30 AM	9:45 AM	BREAK
9:45 AM	12:00 NN	<b>Activity 2:</b> Status Updates
12:00 NN	1:00 PM	BREAK
1:00 PM	3:00 PM	<b>Activity 3:</b> Discussion of Challenges per Governance Level
3:00 PM	3:15 PM	BREAK
3:15	5:00 PM	<b>Activity 4:</b> Mitigation and Contingency Plan
<b>Day 2 December 6, 2022 (Tuesday)</b>		
8:00 AM	8:30 AM	Preliminaries
8:30 AM	9:00 AM	<b>Activity 5:</b> Discussion of Timeline for 2023
9:00 AM	10:30 AM	<b>Activity 6:</b> Development of Action Plan for 2023
10:30 AM	11:00 AM	<b>CLOSING</b>

**BATCH 3** – December 6-7, 2022

**Participants:** Region III, IV-A, NCR, VII

TIME		ACTIVITY
START	END	
<b>Day 1 – December 6, 2022 (Tuesday)</b>		
11:30 AM	1:00 PM	<b>Registration and Lunch</b>
1:00 PM	1:45 PM	<b>Preliminaries</b>
		National Anthem and Prayer
		House Norms and Reminders
		Recognition of Participants
		Welcome Remarks
		Photo Opportunity
1:45 PM	2:00 PM	<b>Program Proper</b>
		Objectives of the workshop
		Discussion of Program Flow
		Groupings
2:00 PM	2:30 PM	<b>Activity 1: Context and Background</b>
2:30 PM	2:45 PM	BREAK
2:45 PM	5:00 PM	<b>Activity 2: Status Updates</b>
<b>Day 2 December 7, 2022 (Wednesday)</b>		
8:00 AM	8:15 AM	PRELIMINARIES
8:15 AM	10:15 AM	<b>Activity 3: Discussion of Challenges per Governance Level</b>
10:15 AM	10:30 AM	BREAK
10:30 AM	12:00 NN	<b>Activity 4: Mitigation and Contingency Plan</b>
12:00 NN	1:00 PM	BREAK
1:00 PM	1:30 PM	<b>Activity 5: Discussion of Timeline for 2023</b>
1:30 PM	3:00 PM	<b>Activity 6: Development of Action Plan for 2023</b>
	3:00 PM	<b>CLOSING</b>

**[ ADVISORY ] Rescheduling of SGC Activities for 2022**

School Effectiveness Division &lt;bhrod.sed@deped.gov.ph&gt;

Wed, Nov 2, 2022 at 8:40 AM

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: ftad.region1@deped.gov.ph, ftad.region2@deped.gov.ph, ftad.ro3@deped.gov.ph, fta calabarzon <fta.calabarzon@deped.gov.ph>, ftad.mimaroparegion@deped.gov.ph, ftad.rov@deped.gov.ph, region6.ftad@deped.gov.ph, ftad.ro7@deped.gov.ph, ftad.region8 <ftad.region8@deped.gov.ph>, ftad.region11@deped.gov.ph, ftad.region12@deped.gov.ph, ftad\_caraga@deped.gov.ph, Depedcar Ftad <ftad.depedcar@gmail.com>, ftad.ncr@gmail.com, ftad.region10@deped.gov.ph, ritchie.macalanda@deped.gov.ph, MARIVIC SOMEJO <marivic.somejo@deped.gov.ph>, Eva Imingan <eva.imingan@deped.gov.ph>, ANDREA MABEL ABRENCILLO <andrea.abrencillo@deped.gov.ph>, manny\_perez65@yahoo.com, Manolo Perez <manolo.perez001@deped.gov.ph>, casiano.perdogones@deped.gov.ph, mary.jomoad@deped.gov.ph, donato.delgado@deped.gov.ph, "Allan D. Villacampa EPS" <allan.villacampa@deped.gov.ph>, REYNALDO NAYRE <reynaldo.nayre002@deped.gov.ph>, matranillosingson@gmail.com, Edith Ortega <edith.ortega@deped.gov.ph>, RONNIE MERCADO <ronnie.mercado@deped.gov.ph>, AGNEY TARUC <agney.taruc@deped.gov.ph>, ALEJANDRO MACADATAR <Alejandro.macadatar@deped.gov.ph>, "Jingle A. Lim" <jingle.lim@deped.gov.ph>, Marjory Valdez <marjory.valdez@deped.gov.ph>, Marian Efondo <marian.efondo@deped.gov.ph>, Ann Lazaro <ann.lazaro001@deped.gov.ph>

Dear Regional Directors:

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Date: December 1-2, 2022  
Venue: NEAP Marikina

## BATCH 2

VI, VIII, IX, X, XI, XII  
Date: December 5-6, 2022  
Venue: NEAP Marikina

## BATCH 3

III, IV-A, NCR, VII  
Date: December 6-7, 2022  
Venue: NEAP Marikina

3. This activity shall be participated by the FTAD Chief and/or SBM Coordinator from the Regional Office and ALL SDO SBM Coordinators.

In this regard, may we request for your assistance in disseminating this information.

For the complete details regarding the workshop, please see the attached Memorandum.

Thank you very much!

Sincerely,  
BHROD-SED  
(Quoted text hidden)