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Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

2 October 2023

REGIONAL MEMORANDUM
No. 578 , 2023

RECOMPOSITION OF THE REGIONAL COMPOSITE TEAM TO VALIDATE THE ROLL-OUT OF THE SGC FUNCTIONALITY ASSESSMENT TOOL FOR SECONDARY SCHOOLS

To: Assistant Regional Director
Schools Division Superintendents
All Schools Division Offices
All RO Division Chiefs and Unit Heads
All Others Concerned

1. Pursuant to Memorandum DM-OUHROD – 2023-1399 on the Roll-out of the School Governance Council (SGC) Functionality Assessment Tool for Secondary Schools, this office informs the recomposition of the Regional Composite Team which shall validate the data and verify the results submitted by Schools Division Offices (SDOs) to wit:

POSITION	PERSON IN-CHARGE	FUNCTIONS
Chairperson	Ronald B. Castillo	Manages the overall monitoring and evaluation process
Co-chairperson	Edgar H. Madlaing	Plans the details, procedures, or guidelines in validating SGC Functionality
Members	Marjory T. Valdez Annie Rose B. Cayasen May Claire A. Jimenez Leonardo M. Aquino Benjamin M. Dio-al Jumar B. Yago-an	Coordinate and collaborate with SDO composite teams; share the link of the Google Forms version of the SGC Functionality Assessment Tool; lead/assist in the validation process, or facilitates the smooth conduct of the validation using the google forms; consolidates the data submitted by SDOs; provide necessary TA if needed; and conduct field validation if necessary

2. It is advised that all SDOs shall submit their Division Composite Team on or before October 10, 2023 through car.ftad@deped.gov.ph.

3. The SDO Composite Team shall monitor the submission of the schools using the **Report 1: Quick Count.** The submitted data shall be validated by the SDO Composite Team through the **Report 2: SDO validation Tool** and MOVs uploaded to the Google Forms. They may also conduct field validation, if necessary. Based on the result of the validation, if it is **invalid** – the errors and inaccuracies found in

the data submitted by the SGCs in the Public Secondary Schools shall be rectified or corrected by the schools upon the instruction of the SDOs; and if it is **valid** – the validated data submitted by the SGCs in Public Secondary Schools shall be included in the endline data.

4. The Google Form Link per Schools Division Office (SDO) to assess SGC's functionality as baseline information in identifying priority areas that may need support and assistance from the different governance level.

Google Forms of the SGC Functionality Assessment Tool (2023)	
SDO	**Assigned Google Forms Link**
Abra	https://tinyurl.com/CAR-Abra-SGC Tool
Apayao	https://tinyurl.com/SGCTool-CAR-Apayao
Baguio City	https://tinyurl.com/SGCTool-CAR-BaguioCity
Benguet	https://tinyurl.com/SGCTool-CAR-Benguet
Ifugao	https://tinyurl.com/SGCTool-CAR-Ifugao
Kalinga	https://tinyurl.com/SGCTool-CAR-Kalinga
Mt. Province	https://tinyurl.com/SGCTool-CAR-Mt.Province
Tabuk City	https://tinyurl.com/SGCTool-CAR-TabukCity

5. The schedule of the Roll-out and Data Collection, Validation, and Report Generation of the tool will be as follows:

DATE	**ACTIVITY**
Start of SGC Tool Roll-out	September 2023
Roll-out Proper	September 23 – February 2024
1st Progress Report	Oct 25, 2023
2nd Progress Report	November 8, 2023
3rd Progress Report	December 6, 2023
4th Progress Report	January 17, 2024
5th Progress report	February 7, 2023
Conclusion of Roll-out for SY 2023-2024	February 28, 2023
Submission of Report No 2	March- April 2024
Submission of Report No 3	May-Jun 2024

6. This memorandum repeals the composition of SGC Composite Team issued last October 18, 2022, under RM No. 519, s. 2022.

7. For queries, you may contact FTAD through email address car.ftad@deped.gov.ph.

8. Immediate and widest dissemination of and strict compliance with this Memorandum is desired.

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

FTAD/chm/marjo

Republika ng Pilipinas

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 JUMAMIL-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

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- **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
Enclosure No. 3 -	Report No. 1 – Quick Count
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 Efondo** of **BHROD-SED** through email at **bhrod.sed@deped.gov.ph.**

For dissemination and appropriate action.

Enclosure No. __ to DM-OUHROD-2023-_____

Relative to the Memorandum on the Roll-Out of the SGC Functionality Assessment Tool for Secondary Schools or DM -_____, below is the list of Google Forms, prepared by the Central Office, for Region's School Division Offices. To ensure the smooth implementation of the tool, the Regional Office shall follow the Process Flow of the Data Collection and Report Generation of the SGC Functionality Assessment Tool (Enclosure No. ---)

Google Forms of the SGC Functionality Assessment Tool (2023)		
REGION	**DIVISION**	**SGC TOOL LINK**
CAR- Cordillera Administrative Region	Abra	https://tinyurl.com/CAR-Abra-SGCTool
CAR- Cordillera Administrative Region	Apayao	https://tinyurl.com/SGCTool-CAR-Apayao
CAR- Cordillera Administrative Region	Benguet	https://tinyurl.com/SGCTool-CAR-Benguet
CAR- Cordillera Administrative Region	Ifugao	https://tinyurl.com/SGCTool-CAR-Ifugao
CAR- Cordillera Administrative Region	Kalinga	https://tinyurl.com/SGCTool-CAR-Kalinga
CAR- Cordillera Administrative Region	Mt. Province	https://tinyurl.com/SGCTool-CAR-Mt.Province
CAR- Cordillera Administrative Region	Baguio City	https://tinyurl.com/SGCTool-CAR-BaguioCity
CAR- Cordillera Administrative Region	Tabuk	https://tinyurl.com/SGCTool-CAR-TabukCity

Process of the Data Collection and Report Generation:

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

The RO shall create a composite team who shall validate the data and verify the results submitted by the SDOs using **Report 2: SDO Validation Tool**. The team shall be composed of the following:

Chair	Assistant Regional Director
Members	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.**

Note: All pertinent materials and documents are accessible via Google Drive (Memo with enclosures: http://bit.ly/SGCTool_Downloadables and Advocacy Materials: bit.ly/SGC-FAQs) for guidance and reference.

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.

Department of Education
Bureau of Human Resource and Organizational Development
School Effectiveness Division
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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 BHROD-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

FI1 FUNCTIONALITY INDICATOR 1

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.

FI1A PRIMARY SUB-INDICATOR

☐ **YES**
☐ **NO**

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

If **YES**, prepare the following MOVs:

Minimum MOVs
- ☐ Notice of meeting (at least 1 of 4 Regular Meetings)

Additional MOVs
- ☐ 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.

FI1B Other Sub-Indicator

☐ **YES**
☐ **NO**

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

If **YES**, prepare the following MOVs:

Minimum MOVs
- ☐ Membership / Induction Certificates (7 to 15 voting members) **or**
- ☐ SGC Resolution on the Official List of Voting Members (7 to 15 voting members)

Additional MOVs
- ☐ Membership / Induction Certificates (non-voting members) **or**
- ☐ SGC Resolution on the Official List of Members (non-voting members)

FI1C Other Sub-Indicator

☐ **YES**
☐ **NO**

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

If **YES**, prepare the following MOVs:

Minimum MOVs
- ☐ Draft / Operative Organizational Chart

Additional MOVs
- ☐ Approved / Adopted Organizational Chart

FI2 FUNCTIONALITY INDICATOR 2

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.

FI2A PRIMARY SUB-INDICATOR

☐ **YES**
☐ **NO**

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

If **YES**, prepare the following MOVs:

Minimum MOVs
- ☐ Minutes of Meeting with SPT on SIP / AIP (at least 1 meeting)

Additional MOVs
- ☐ Minutes of Meetings with SPT on SIP / AIP (2 or more meetings)
- ☐ Minutes of Meeting/s with SPT on other DepEd programs, projects, and activities (at least 1 meeting)
- ☐ 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.

FI2B **Other Sub-Indicator**

☐ **YES**
☐ **NO**

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

If **YES**, prepare the following MOVs:

Minimum MOVs
- ☐ SGC Resolution relative to the indicator (at least 1)

Additional MOVs
- ☐ SGC Resolutions relative to the indicator (2 or more)

FI2C **Other Sub-Indicator**

☐ **YES**
☐ **NO**

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

If **YES**, prepare the following MOVs:

Minimum MOVs
- ☐ Minutes of Meeting with CPU, CPC, or other similar DepEd organizations (at least 1 meeting)

Additional MOVs
- ☐ Minutes of Meetings with CPU, CPC, or other similar DepEd organizations (2 or more meetings)
- ☐ SGC Resolution on promoting the rights of the child (at least 1)

FI3 FUNCTIONALITY INDICATOR 3

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.

FI3A **PRIMARY SUB-INDICATOR**

☐ **YES**
☐ **NO**

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

If **YES**, prepare the following MOVs:

Minimum MOVs
- ☐ SGC Resolution (at least 1)

Additional MOVs
- ☐ SGC Resolutions (2 or more)
- ☐ SGC's Action Plan

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

FI3B **Other Sub-Indicator**

☐ **YES**
☐ **NO**

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

If **YES**, prepare the following MOVs:

Minimum MOVs
- ☐ Minutes of Meeting mentioning meeting agenda (at least 1 meeting)

Additional MOVs
- ☐ Minutes of Meeting mentioning meeting agenda (2 or more meetings)

FI3C **Other Sub-Indicator**

☐ **YES**
☐ **NO**

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

If **YES**, prepare the following MOVs:

Minimum MOVs
- ☐ Minutes of Meetings specifying required quorum (at least 1 of 4 Regular Meetings)

Additional MOVs
- ☐ Minutes of Meetings specifying required quorum (2 - 4 Regular Meetings)

FI3D **Other Sub-Indicator**

☐ **YES**
☐ **NO**

Regular meetings have minutes.

If **YES**, prepare the following MOVs:

Minimum MOVs
- ☐ Minutes of Meeting (at least 1 of 4 Regular Meetings)

Additional MOVs
- ☐ Minutes of Meetings (2 - 4 Regular Meetings)

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

FI4 FUNCTIONALITY INDICATOR 4

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.

FI4A PRIMARY SUB-INDICATOR

☐ **YES**
☐ **NO**

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

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.

FI4B Other Sub-Indicator

☐ **YES**
☐ **NO**

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

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

FI4C Other Sub-Indicator

☐ **YES**
☐ **NO**

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

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**
☐ **NO**

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

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 *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 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**
☐ **NO**

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

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**
☐ **NO**

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

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**
☐ **NO**

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

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**
☐ **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.

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

FI8 FUNCTIONALITY INDICATOR 8

☐ **YES** **THE SGC HAS INVOLVED THE DIFFERENT SECTORS TO ENSURE INCLUSIVE**
☐ **NO** **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.

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 (FI)
9 and 10

FI9 FUNCTIONALITY INDICATOR 9

☐ **YES** **THE SGC HAS PARTICIPATED IN SCHOOL GENERAL ASSEMBLIES, PTA CONFERENCES,**
☐ **NO** **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.

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**
☐ **NO** **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.

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 (FI)
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 (FI)
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)

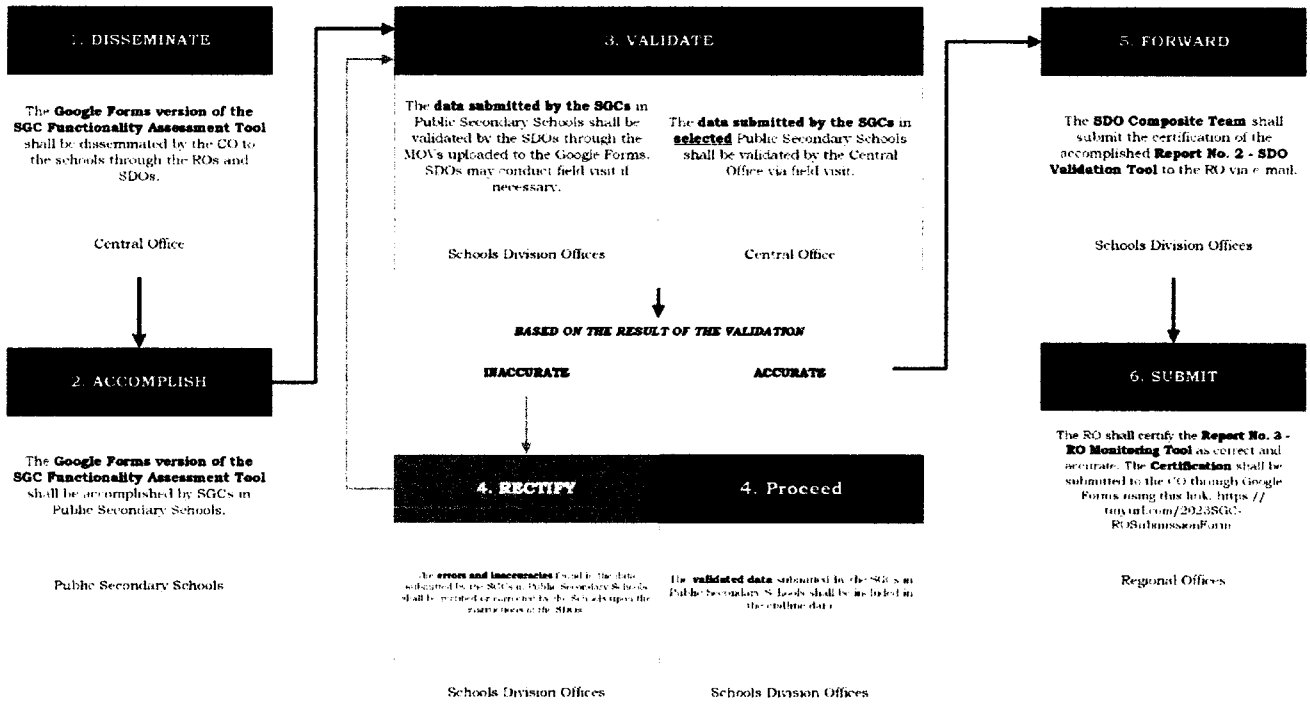
Additional MOVs
- ☐ SGC Resolutions on the recommendations on ways of improving the quality of SIP, AIP, and other DepEd programs, projects, and activities (2 or more)

Enclosure No. 2 to DM-OUHROD-2023-1399

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:

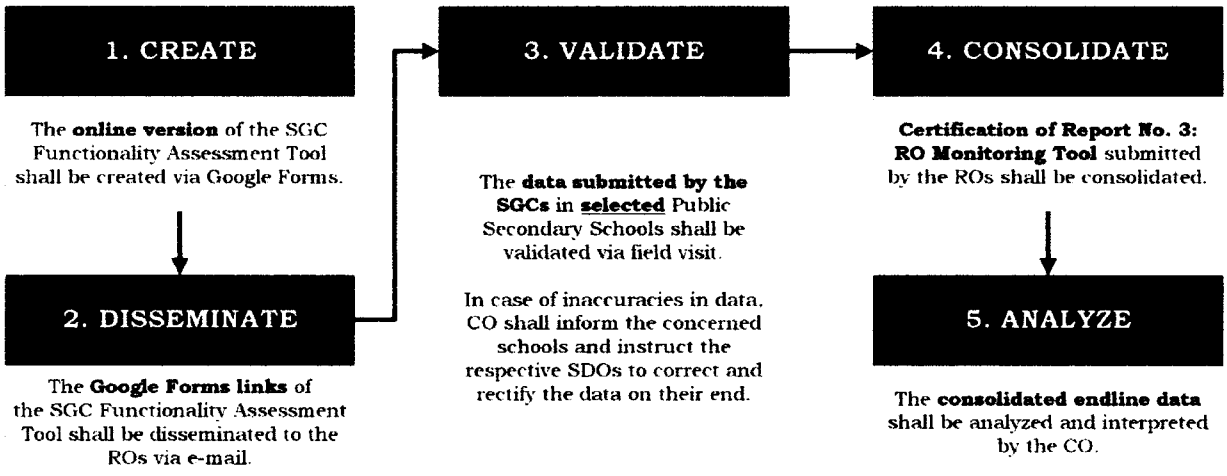
GENERAL PROCESS FLOW



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.

Enclosure No. 2 to DM-OUHROD-2023-1399

Central Office

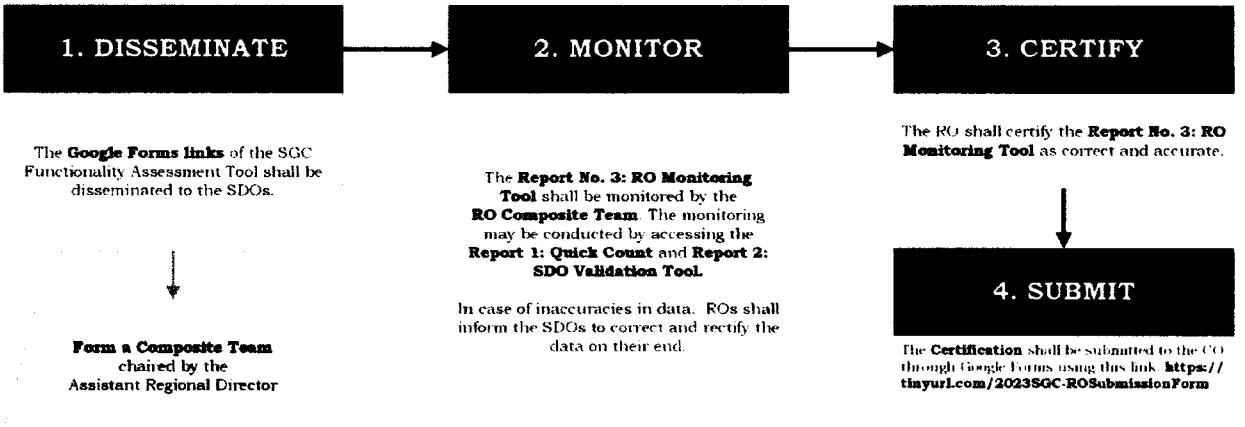


The Central Office shall create the Google Forms version of the SGC Functionality Assessment Tool and shall disseminate the link to the ROs through e-mail.

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:

Chair	Assistant Regional Director
Members	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.**

Enclosure No. 3 to DM-OUHROD-2023-1399

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. *The Division and/or Region shall use this worksheet as reference on their respective schools' accomplishment of the SGC Tool.*

SGC Functionality Assessment Tool 2023 Rollout

REPORT 1: Accomplishment by Division

Region (R) and Division (select from the dropdown list)

CAR-Mt. Province

QUICK COUNT

Number of Schools		
Total	With Response	Completion Rate
65	0	0.00%

Functional SGCs	0

Total Scores may change upon validation

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	Bacam National Trade & Agricultural School
4	305231	Paracelis Technical & Vocational High School
5	305232	Bagneri National High School
6	305233	Bando National High School
7	305234	Bangaan National High School
8	305235	Bang National High School
9	305236	Lias National High School
10	305237	Besao National High School
11	305238	Betwagan National High School
12	305239	Butigue National High School
13	305240	Cagubatan 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	Tababan National High School
19	305246	Kadaclan National High School
20	305247	Lubon National High School
21	305248	Mabaay 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.*

Enclosure No. 4 to DM-OUHROD-2023-1399

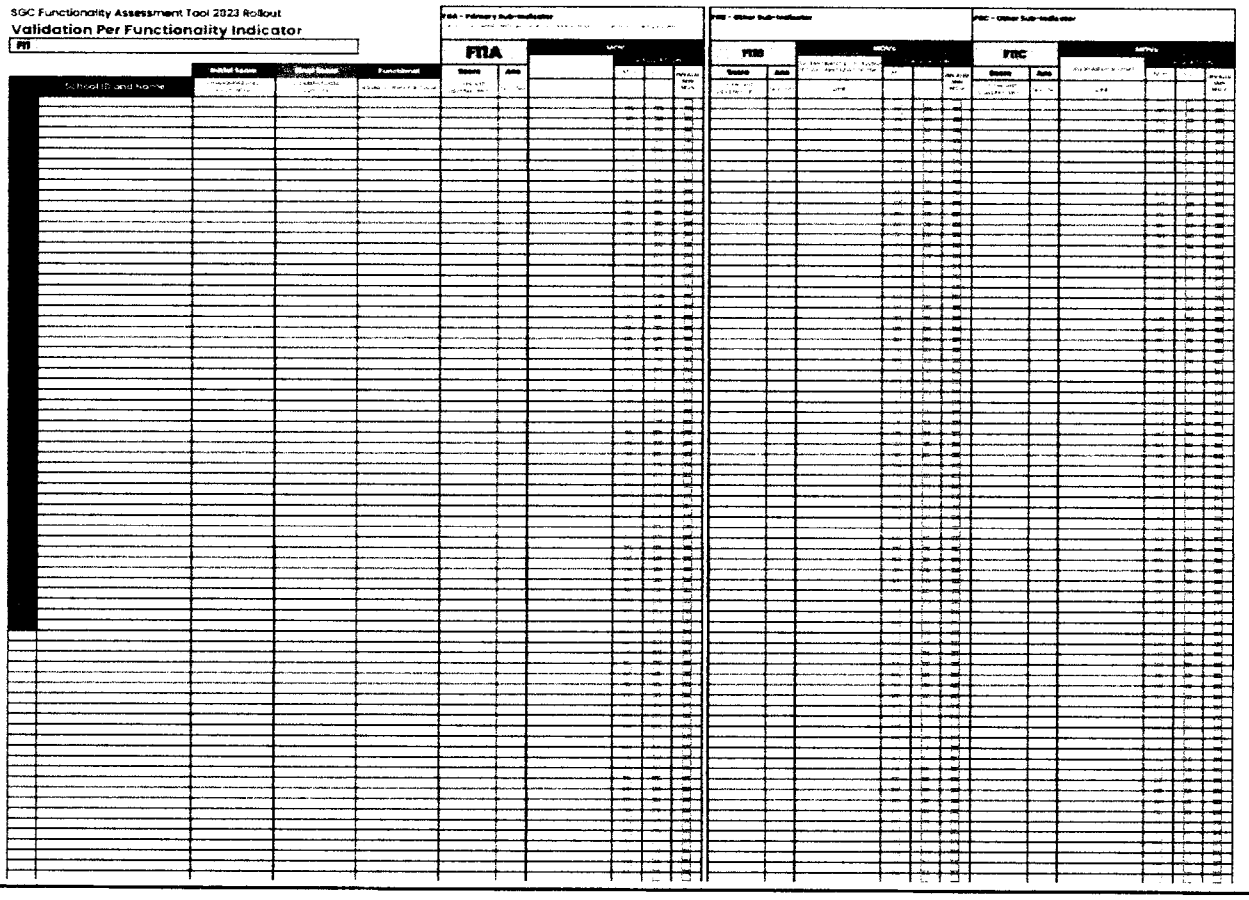
Report No. 2: SDO Validation Tool

Description

1. **Validate the MOVs submitted** by the schools (for the SDO only);
2. **Determine the FINAL SCORE** of each school regarding their SGC Functionality Status (10/12 = FUNCTIONAL); and,
3. **Determine the Number of Functional SGCs (based on Validated Data)** in the Division.

Instructions on how to validate

1. Go to Functionality Indicator 1 (FI1) Sheet;
2. Click the link to the MOV;
3. Check and assess if the MOV submitted by the school is correct;
4. If the MOV satisfies the minimum requirement for the Sub-Indicator, tick the box under "Min";
   If the MOV presented is combined with an ADDITIONAL MOV, tick both boxes under "Min" and "Add";
   If the MOV does not satisfy the minimum requirement for the Sub-Indicator, tick the box under "Invalid Min MOV"; and,
5. Every valid MOV for Primary Sub-Indicators counts as 1 in the Final Score. To be a FUNCTIONAL SGC, the school must accomplish 10/12 VALID Primary Sub-Indicators.



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Enclosure No. 5 to DM-OUHROD-2023-1399

Report No. 3: RO Monitoring Tool

Description

1. **Check the Regional Completion Rate** on the schools' accomplishment of the SGC Functionality Assessment Tool;
2. **Check the Total Number of Functional SGCs** in the Region;
3. **Monitor the Submission Rate** of each Division in the Region; and,
4. **Access Report 1 and Report 2** of all Divisions in the Region.

SGC Functionality Assessment Tool 2023 Rollout

REPORT 3: REGIONAL SGC MONITORING TOOL

CAR - Cordillera Admin	REGIONAL COMPLETION RATE	0.00%
	Percentage of Functional SGCs in the Region	0.00%

	Division							
1	Abra	48	0	0.00%	0	0.00%	https://docs.goo	https://docs.go
2	Apayao	39	0	0.00%	0	0.00%	https://docs.goo	https://docs.go
3	Benguet	84	0	0.00%	0	0.00%	https://docs.goo	https://docs.go
4	Ifugao	41	0	0.00%	0	0.00%	https://docs.goo	https://docs.go
5	Kalinga	34	0	0.00%	0	0.00%	https://docs.goo	https://docs.go
6	Mt. Province	65	0	0.00%	0	0.00%	https://docs.goo	https://docs.go
7	Baguio City	22	0	0.00%	0	0.00%	https://docs.goo	https://docs.go
8	Tabuk City	27	0	0.00%	0	0.00%	https://docs.goo	https://docs.go

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Enclosure No. 6 to DM-OUHROD-2023-1399

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
1st Progress Check	October 25, 2023
2nd Progress Check	November 8, 2023
3rd Progress Check	December 6, 2023
4th Progress Check	January 17, 2024
5th 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