



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Oct 10-19

Office of the Schools Division  
Superintendent

MEMORANDUM

OCT 09 2023

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

To: OIC-Assistant Schools Division Superintendent/  
Chief Education Supervisor, School Governance and Operations Division  
Chief Education Supervisor, Curriculum Implementation Division  
All Public Elementary and Secondary School Heads/OICs  
Administrative Officer V  
All Others Concerned

- Attached is Regional Memorandum, ORD-2023-00977, dated September 28, 2023 and Central Office Memorandum, DM-OUHROD-2023-1399 on the above-captioned title, contents of which are self-explanatory, for the information and guidance of all concerned.
- A Virtual Division Coordination Meeting is organized for all secondary and elementary School Heads and school designated SGC focal persons on October 11, 2023, 1:00 p.m. to discuss the agenda as follows:
  - Report on the Results of the 2022 Initial Roll-out of the SGC Functionality Assessment Tool for Secondary Schools
  - Current Status of the School Governing Council (SGC) in schools
  - Revisitation on DepEd Order No. 26, s. 2022, Implementing Guidelines on the Establishment of School Governance Council and 2023 SGC Survey
  - Submission of Updated SGC Set of Officials and Members (See attached format)
  - Prioritization and Indicative Activities on SGC Functionality (See attached format)
- For information and strict compliance by all concerned.

  
**EVANGELINE P. LADINES CESO V**  
Schools Division Superintendent

Enclosure: Regional Memorandum ORD-2023-00977

References: As stated

To be indicated in the Perpetual Index  
under the following subjects:

ORGANIZATION      MONITORING      EVALUATION

ZPLG / DM / Roll-Out of the School Governance Council (SGC) Functionality Assessment Tool for the Secondary  
Schools

337 / October 5, 2023

UN-2023-337

337



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- A. BASIC SGC COMPOSITION.** In the beginning, the Ex-Officio Members shall be composed of internal and external school stakeholders. This applies to schools with no formalized SGC.

**ABC Elementary School-SCHOOL GOVERNANCE COUNCIL (SGC)**

*(Official Name of the SGC)*

*(Complete Address)*

| <b>BASIC COMPOSITION</b>                                                | <b>NAME</b>                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Designated Co-Chairperson:                                              |                                                                                                                                                                                                                                         |
| Designated Student Government Representative:                           |                                                                                                                                                                                                                                         |
| Designated PTA Representative:                                          |                                                                                                                                                                                                                                         |
| Designated Faculty Club Representative:                                 |                                                                                                                                                                                                                                         |
| <b>Initial Council Members, selected by the council (7-15 Members):</b> | ✓ <i>Selected representatives from the respective school committee/association/organization (at least 7 but not more than 15 depending on the school typology)</i><br>1.<br>2.<br>3.<br>4.<br>5.<br>6.<br>7.<br>8 up to 15 if necessary |
| <b>Selected by the council Secretary:</b>                               |                                                                                                                                                                                                                                         |

- B. EXPANDED SGC COMPOSITION.** The Expanded SGC Members shall be composed of 4 *Ex-Officio* Members and internal and external school stakeholders. This process happens only after the elections of other committees/organization/association internal to the school. This applies to schools with formalized SGC.

**ABC Elementary School-SCHOOL GOVERNANCE COUNCIL (SGC)**

*(Official Name of the SGC)*

*(Complete Address)*

| <b>EXPANDED COMPOSITION</b>                   | <b>NAME</b>                                            |
|-----------------------------------------------|--------------------------------------------------------|
| Elected Co-Chairperson:                       |                                                        |
| Elected Student Government Representative:    |                                                        |
| Elected PTA Representative:                   |                                                        |
| Elected Faculty Club Representative:          |                                                        |
| <b>Voting Council Members (7-15 Members):</b> | ✓ <i>Names of the 4 Ex-Officio Members</i><br>1.<br>2. |

|                                                              |                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                              | <p>3.</p> <p>4.</p> <p>✓ <i>Selected Representatives from the respective school committee/association/organization (at least 7 but not more than 15 depending on the school typology)</i></p> <p>5.</p> <p>6.</p> <p>7.</p> <p><i>8 up to 15 if necessary</i></p>     |
| <b>Non-Voting Members (it depends but not more than 15):</b> | <p>✓ <i>Names of former SGC Members who wish to extend their membership and have active membership status in the organization they represented.</i></p> <p>✓ <i>Names of additional members who are collectively selected by the incumbent voting SGC member.</i></p> |
| <b>Elected Secretary:</b>                                    |                                                                                                                                                                                                                                                                       |

### C. INDICATIVE CALENDAR OF ACTIVITIES ON THE DESIGNATION AND ELECTION OF SGC OFFICERS

[illegible]





Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**  
**ORD-2023-00 977**

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**

**FROM :** **WILFREDO E. CABRAL, CESO III**  
Regional Director

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

**DATE :** September 28, 2023

1. This has reference to the attached Memorandum DM-OUHROD-2023-1399 dated September 25, 2023 from Hon. Gloria Jumamil-Mercado, Undersecretary for Human Resource and Organizational Development, relative to the conduct of the above-captioned activity.
2. Other details of the said activity are stipulated in paragraphs 1 to 6.
3. For clarifications and other concerns, kindly contact Dr. Jingle A. Lim, Education Program Supervisor, Field Technical Assistance Division (FTAD) through email at [jingle.lim@deped.gov.ph](mailto:jingle.lim@deped.gov.ph).
4. Immediate dissemination of this Memorandum is desired.



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Website: <http://www.depedncr.com.ph>

|                |             |      |        |
|----------------|-------------|------|--------|
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| Effectivity    | 01.26.23    | Page | 1 of 4 |



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

- **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.