



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

SV 5381

Office of the Schools Division
Superintendent

NOV 08 2023

MEMORANDUM

No. 260, s. 2023

**ADMINISTRATION OF THE SCHOOL GOVERNANCE COUNCIL (SGC)
FUNCTIONALITY ASSESSMENT SURVEY TO ALL
PUBLIC SECONDARY SCHOOLS**

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

1. With reference to the Regional Memorandum No. ORD-2023-0977, titled, Roll-out of the School Governance Council (SGC) Functionality Assessment Tool for the Secondary Schools, the Division requires all public secondary schools to comply and respond to the said survey not later than November 17, 2023, through the link:

https://docs.google.com/forms/d/1Qy_r3A-oe4lp9-gjoTI7oDs9aIRjeplFR_F0FkNTZf8/edit

2. Prior to the answering of the said survey, schools are required to undergo preliminary activities as follows:

- Create a Consultative Team of not less than 7 members. If SGC is already functional, one representative shall form part of the created team.
- Review the attached SGC Functionality Questions with the Corresponding MOVs so that available documents (soft copy) can be prepared in advance if uploading is required in the survey. Majority of the questions in the survey is answerable by Yes or No. Please take note that the schools are not encouraged to fabricate a document just for the purpose of compliance, but instead, simply click "No" in the survey if not available or practiced.
- Assign one member of the team to operate the computer during the actual answering of the online survey. It is better if a bigger projector screen is available for the team to view the process.

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DIR-5381

2. A virtual coordination meeting is scheduled on November 13, 2023, 10:00 a.m. with the Secondary School Heads and SGC Coordinators. Elementary Schools Heads and Coordinators are also encouraged to join the said meeting since this activity is expected to be rolled-out to the elementary level next year.

3. For information and compliance of all concerned.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Enclosure: As stated

References: As stated

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

SGC

ASSESSMENT

SURVEY

ZPLG / DM / Administration Of The School Governance Council (SGC) Functionality Assessment Survey To All Public
Secondary Schools

260 / November 6, 2023

**SGC FUNCTIONALITY QUESTIONS WITH
THE CORRESPONDING MOVs**
(Extracted from the Previous Survey Tool, DepEd Order 26, s. 2022)

Reminders:

- The SDO-SMME Section extracted these line-ups of questions from the SGC Functionality Questionnaire (SGC-FQ).
- This may serve as guide on what prepare prior to responding or answering the said SGC-FQ.
- The said questionnaire is simply answerable with YES or NO. If the answer is yes, then there is a need to upload evidence, but if the answer is no, then no need to upload anything.
- The answering of the SGC-FQ is based on the consensus of the body or team organized by school for this purpose. Each school shall come up with only one consensus response in the SGC-FQ (one school, one SGC-FQ)

Functionality (F) Questions	Basic MOVs (Whichever is Available Only)
✓ FI 1A: The SGC has called meetings in order to create a venue for its decision-making process. ☐ Yes ☐ No	• <i>Notice of Meeting (NOM) of the 4 regular/quarterly meetings</i>
✓ FI 2A: The SGC has participate actively in the formulation of the SIP/AIP and other DepEd programs, projects, and activities. ☐ Yes ☐ No	• <i>Minutes of Meeting (MOM) with SPT on SIP or AIP</i> • <i>MOM with SPT on other DepEd Programs, projects, and activities</i> • <i>SGC's Action Plan relative to the formulation of the SIP/AIP or other DepEd PPAs</i> • <i>SGC's Resolution on SIP/AIP or other DepEd PPAs</i>
✓ FI 3A: The SGC has decided matters through a resolution, signed by all SGC voting members. ☐ Yes ☐ No	• <i>SGC Resolution/s</i>
✓ FI 4A: The SGC has organized meetings with different school stakeholders to harmonize proposed and existing PPAs. ☐ Yes ☐ No	• <i>Minutes of Meeting (MOM) with stakeholders on PPAs</i> • <i>SGC's Action Plan on stakeholders PPAs</i> • <i>SGC Resolution on applicable recommendation/s</i>
✓ FI 5A: The Co-Chairpersons have communicated the direction of the SGC to the School Head ☐ Yes ☐ No	• <i>Transmittal letter or copy of the communication to the School Head reflecting the direction of the SGC</i> • <i>Any document with citations on SGC's recommendation released by the school management/School Head</i> • <i>School Head's acknowledgement of SGC, such as SOSA, speeches, newsletter, etc.</i>
✓ FI 6A: The SGC has been involved in the development of stakeholder-initiated programs and activities. ☐ Yes ☐ No	• <i>Minutes of Meeting (MOM) with stakeholders on stakeholder-initiated PPAs</i> • <i>Concept Note / Project Brief or similar document</i> • <i>Copy of the project proposal/s on stakeholders-initiated PPAs</i>

	• <i>Copy of the SIP, AIP, SRC, and/or SMEA where their names and signatures appear</i>
✓ FI 7: The SGC has recommended policies and programs to the Local School Board (LSB) to strengthen relationship with the LGU ☐ Yes ☐ No	• <i>SGC Resolution recommending the SIP to the LSB</i> • <i>Any document recommending policy/program to the LSB based on the SIP</i> • <i>Proof of endorsement of the SGC Resolution to the SDS and transmittal to the LSB</i>
✓ FI 8: The SGC has involved the different sectors to ensure inclusive representation of stakeholder in the council. ☐ Yes ☐ No	• <i>SGC Resolution on involving various sectors</i> • <i>Official list of members with expanded membership (inclusive and diverse in terms of age, gender, religion, ethnicity, and political beliefs)</i> • <i>SGC Resolution on inclusiveness, diversity, equality, and accessibility</i>
✓ FI 9: The SGC has participated in School General Assemblies, PTA Conferences, Stakeholders Convergence, SOSA, and/or other stakeholders engagement activities and initiatives. ☐ Yes ☐ No	• <i>SGC Report on the issues/concerns raised during school activities/events</i> • <i>SGC Minutes of Meeting (MOM) where issues/concerns are discussed.</i> • <i>Photo documentation of school activities/events</i>
✓ FI 10: The SGC has organized discussions and forums that invite and inspire stakeholders to engage and participate. ☐ Yes ☐ No	• <i>Documentation of the organized/conducted program</i> • <i>Minutes of Meeting (MOM) where issues/concerns are discussed</i> • <i>Photo documentation of school activities/events</i>
✓ FI 11A: 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. ☐ Yes ☐ No	• <i>SGC Resolution on access to information (school-data and information), and/or</i> • <i>SGC's Action Plan on promoting access to information</i> • <i>Advocacy Plan on the school's use of the transparency boards, SRC, and other reports to access school data.</i> • <i>School Heads endorsement on the use of the transparency board, SRC, and other reports to access school data</i> • <i>Photo Documentation of the transparency/bulletin board</i>
✓ FI 12: The SGC has suggested ways of improving the quality of SIP, AIP and other DepEd PPAs. ☐ Yes ☐ No	• <i>SGC Resolution on the recommendation on ways of improving the quality of SIP, AIP, and other DepEd PPAs (minimum of 1)</i> • <i>Two (2) or more SGC Resolutions on the recommendation on ways of improving the quality of SIP, AIP, and other DepEd PPA</i>
✓ FI 1B: SGC Members have been inducted and oriented of their roles and responsibilities as members and officers of the council. ☐ Yes ☐ No	• <i>Membership / Induction Certificates (for the 7-15 voting members) and/or</i> • <i>SGC Resolution on the Official List of voting members</i>

✓ FI 1C: The SGC has organizational chart, including non-voting members, if applicable. ☐ Yes ☐ No	• <i>Minimum/Operative Organizational Chart (approved/adopted)</i>
✓ FI 2B: The SGC has passed recommendation to the School Head regarding concerns, policies, programs, and/or interventions raised by stakeholders. ☐ Yes ☐ No	• <i>SGC Resolution relative to the indicator</i>
✓ FI 12C: The SGC has attended meetings on the importance of upholding the rights of the child. ☐ Yes ☐ No	• <i>Minutes of Meeting (MOM) with the CPU, CPC, or other similar DepEd organizations</i> • <i>SGC Resolution on promoting the rights of the children.</i>
✓ FI 13B, 13C, and 13D: The SGC has attended meetings on the importance of upholding the rights of the child. ☐ Yes ☐ No	• <i>(FI 13b) Agenda of meetings have included PPAs that are supported by SIP, SAIP, and other school priorities.</i> • <i>(FI 3C) All regular meetings have been conducted with a quorum of 50%+1 of the total SGC voting membership.</i> • <i>(FI 3D) Regular meetings have minutes</i>
✓ FI 14B: The SGC has been represented in meetings organized by different school committees and organizations. ☐ Yes ☐ No	• <i>Narrative Report/Any Document reporting the discussion from the meeting attended</i> • <i>Copy of the minutes of meeting (MOM) from school committees/ organizations</i>
✓ FI 14C: The SGC has been represented in meetings organized by different school committees and organizations. ☐ Yes ☐ No	• <i>Minutes of Meeting (MOM) with different school stakeholders.</i> • <i>SGC Resolution resulting from the discussions with school committees/ organizations</i>
✓ FI 6B: The SGC has monitored and evaluated the impact/success of stakeholder-initiated PPA. ☐ Yes ☐ No	• <i>Report on the assessment / monitoring and evaluation of stakeholders-initiated program and/or activity.</i> • <i>M/E or assessment report on one (1) stakeholder initiated program and/or activity</i> • <i>M/E or assessment reports on stakeholders-initiated PPAs.</i> • <i>SIP, AIP, SRC, SMEA, and School Project Monitoring Reports</i>
✓ VALIDITY FORM: Uploaded a scanned copy of the validity form, signed by all SGC Officers and approved by the School Principal/School Head, to confirm the validity of the information to be submitted. ☐ Yes ☐ No	• <i>Ensure that the printed and signed copy of the form is also available during SDO and/CO conduct of data validation.</i>