



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

direct - 169

Office of the Schools Division
Superintendent

JAN 10 2024

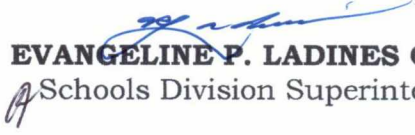
MEMORANDUM

No. 002, s. 2024

**2024 DIVISION BI-ANNUAL STATUS MONITORING ON SGC FUNCTIONALITY
CUM SUBMISSION OF RELEVANT ACCOMPLISHMENT REPORT**

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 organizes the above-captioned activity to all public schools. It is a self-assessment activity which aims to regularly monitor the status and the extent of efforts carried-out by the schools in making SGC a functional component in school operations. It is neither a contest nor a basis for ranking the schools.
2. The said monitoring activity is respectively scheduled during the fourth week of February and July, 2024. The school shall prepare an accomplishment/narrative report on the implementation of the activities and other relevant accomplishments to SGOD-School Management Monitoring and Evaluation (SMME) Section.
3. Attached is the SGC Status Monitoring Checklist and Accomplishment Report template.
4. 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 MONITORING TOOL

ZPLG / DM / 2024 Division Bi-Annual Status Monitoring on SGC Functionality cum Submission of Relevant Accomplishment Report

002 / January 8, 2024

119 NUM-2024-002

002



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SGC FUNCTIONALITY
(Status Monitoring Tool)

(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 tool serves as guide on what prepare prior to responding or answering the said SGC-FQ.
- Please feel no pressure in answering this tool. The results of this survey will help the schools to acknowledge the progress and to set priorities toward attaining higher level of SGC functionality.

Functionality (F) Questions	Basic MOVs (Whichever is Available Only)	Observed	Somewhat Observed	Not Observed
✓ 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>Or, either of the following:</i> • <i>NOM 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>Or, either of the following:</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>Or, either of the following:</i>			

	- Any document with citations on SGC's recommendation released by the school management/School Head - School Head's acknowledgement of SGC, such as SOSA, speeches, newsletter, etc.			
✓ FI 6A: The SGC has been involved in the development of stakeholder-initiated programs and activities. ☐ Yes ☐ No	- Minutes of Meeting (MOM) with stakeholders on stakeholder-initiated PPAs Or, either of the following: - Concept Note / Project Brief or similar document - Copy of the project proposal/s on stakeholders-initiated PPAs - Copy of the SIP, AIP, SRC, and/or SMEA where their names and signatures appear			
✓ FI 7: The SGC has recommended policies and programs to the Local School Board (LSB) to strengthen relationship with the LGU ☐ Yes ☐ No	- SGC Resolution recommending the SIP to the LSB Or, either of the following: - Any document recommending policy/program to the LSB based on the SIP - Proof of endorsement of the SGC Resolution to the SDS and transmittal to the LSB			
✓ FI 8: The SGC has involved the different sectors to ensure inclusive representation of stakeholder in the council. ☐ Yes ☐ No	- SGC Resolution on involving various sectors - Official list of members with expanded membership (inclusive and diverse in terms of age, gender, religion, ethnicity, and political beliefs) Or, either of the following: - SGC Resolution on inclusiveness, diversity, equality, and accessibility			
✓ 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	- SGC Report on the issues/concerns raised during school activities/events Or, either of the following: - SGC Minutes of Meeting (MOM) where issues/concerns are discussed. - Photo documentation of school activities/events			
✓ FI 10: The SGC has organized discussions and forums that invite and inspire stakeholders to engage and participate. ☐ Yes ☐ No	- Documentation of the organized/conducted program Or, either of the following: - Minutes of Meeting (MOM) where issues/concerns are discussed - Photo documentation of school activities/events			

✓ 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	- SGC Resolution on access to information (school-data and information) Or, either of the following: - SGC's Action Plan on promoting access to information - Advocacy Plan on the school's use of the transparency boards, SRC, and other reports to access school data. - School Heads endorsement on the use of the transparency board, SRC, and other reports to access school data - Photo Documentation of the transparency/bulletin board			
✓ FI 12: The SGC has suggested ways of improving the quality of SIP, AIP and other DepEd PPAs. ☐ Yes ☐ No	SGC Resolution on the recommendation on ways of improving the quality of SIP, AIP, and other DepEd PPAs (minimum of 1)			
✓ FI 1B: SGC Members have been inducted and oriented of their roles and responsibilities as members and officers of the council. ☐ Yes ☐ No	- Membership / Induction Certificates (for the 7-15 voting members) and/or Or, either of the following: - SGC Resolution on the Official List of voting members			
✓ FI 1C: The SGC has organizational chart, including non-voting members, if applicable. ☐ Yes ☐ No	Minimum/Operative Organizational Chart (approved/adopted)			
✓ FI 2B: The SGC has passed recommendation to the School Head regarding concerns, policies, programs, and/or interventions raised by stakeholders. ☐ Yes ☐ No	SGC Resolution relative to the indicator			
✓ FI 12C: The SGC has attended meetings on the importance of upholding the rights of the child. ☐ Yes ☐ No	- Minutes of Meeting (MOM) with the CPU, CPC, or other similar DepEd organizations Or, either of the following: - SGC Resolution on promoting the rights of the children.			
✓ FI 13B, 13C, and 13D: The SGC has attended meetings on the importance of upholding the rights of the child. ☐ Yes ☐ No	(FI 13b) Agenda of meetings have included PPAs that are supported by SIP, SAIP, and other school priorities. (FI 3C) All regular meetings have been conducted with a quorum of 50%+1 of the total SGC voting membership. (FI 3D) Regular meetings have minutes			
✓ FI 14B: The SGC has been represented in meetings organized by different school committees and organizations. ☐ Yes ☐ No	Narrative Report/Any Document reporting the discussion from the meeting attended Or, either of the following:			

	• <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>Or, either of the following:</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>Or, either of the following:</i> • <i>M/E or assessment report on one (1) stake-holder 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>			

Prepared by:

SGC Coordinator

Attested by:

SGC Secretary

Parents Representative

SGC Chairman

Noted:

School Head

(School Letter Head)

ACCOMPLISHMENT REPORT

As of Date: _____

Below are activities and accomplishments undertaken by the schools in making School Governance Council (SGC) as among the functional components of the school operations.

A. Orientations/Seminars/Meetings

Title of Orientations/Seminars/ Meetings Conduct	Date Conducted	Presided/Lead by:	Participated by:

B. Creation of the School Governance Council (SGC)

Name of Officials and Members	Position/ Designation	Date of Election	Does the Oath Taking Conducted? yes/no

C. SGC Minutes

Title of Minutes	Minutes Prepared and Approved by:	No. of minutes filed

D. SGC Resolutions

Title of Resolutions	Resolutions Prepared and Approved by:	No. of resolutions filed

E. SGC Corner in the SBM Room

Prescribed Folders	Evident	Not evident
Folder 1: DepEd Order No. 26. s. 2022		
Folder 2: SGC Specific Functions, Roles and Responsibilities		
Folder 3: SGC Set of Officers and Members		
Folder 4: SGC Minutes of the Meeting		
Folder 5: SGC Resolutions		
Folder 6: SGC Accomplishment Reports		

Prepared by:

SGC Coordinator

Noted:

SCHOOL HEAD