



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

MAY 08 2024

**MEMORANDUM**

No. 145, s. 2024

**REVISED SGC FUNCTIONALITY ASSESSMENT TOOL  
FOR SECONDARY SCHOOLS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
OIC-Chief Education Program Supervisor, SGOD  
Public Secondary School Heads/ OICs  
Administrative Officer V  
All Others Concerned

1. Attached is Regional Memorandum No. 428, s. 2024 dated March 4, 2024, on the above-captioned subject, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Please refer to the enclosure of the said Memorandum, relative to the Assessment and Monitoring Tools and Report Templates. The said tool may be accessed through this link: [bit.ly/2023SGCFAT](https://bit.ly/2023SGCFAT). Likewise, attached is the prescribed *School Organizational Structure*.
3. As per attached Enclosure No. 6 to DM-OUHROD-2024-0696, the schedule of the resumption of the data collection, validation, and report generation of the tool shall happen between April 16, 2024 – June 21, 2024.
4. In relation to this, all Public Secondary Schools are instructed to update their SGC Organizational Structure and accomplish the tool before the specified deadline. The data that will be generated within the period will be validated by the Division SGC Composite Team, in which a separate Division Memorandum will be issued for this purpose.
5. For wide dissemination and strict compliance of all concerned.

  
**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent

Enclosure: As stated  
References: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

GOVERNANCE                      ORGANIZATION                      COUNCIL

ZPLG/ DM / Revised SGC Functionality Assessment Tool For Secondary Schools  
**145** / May 6, 2024

UN-2024-145



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,  
Muntinlupa City  
 (02) 805-9935, (02) 805 - 9940  
 [sdomuntinlupa@gmail.com](mailto:sdomuntinlupa@gmail.com)



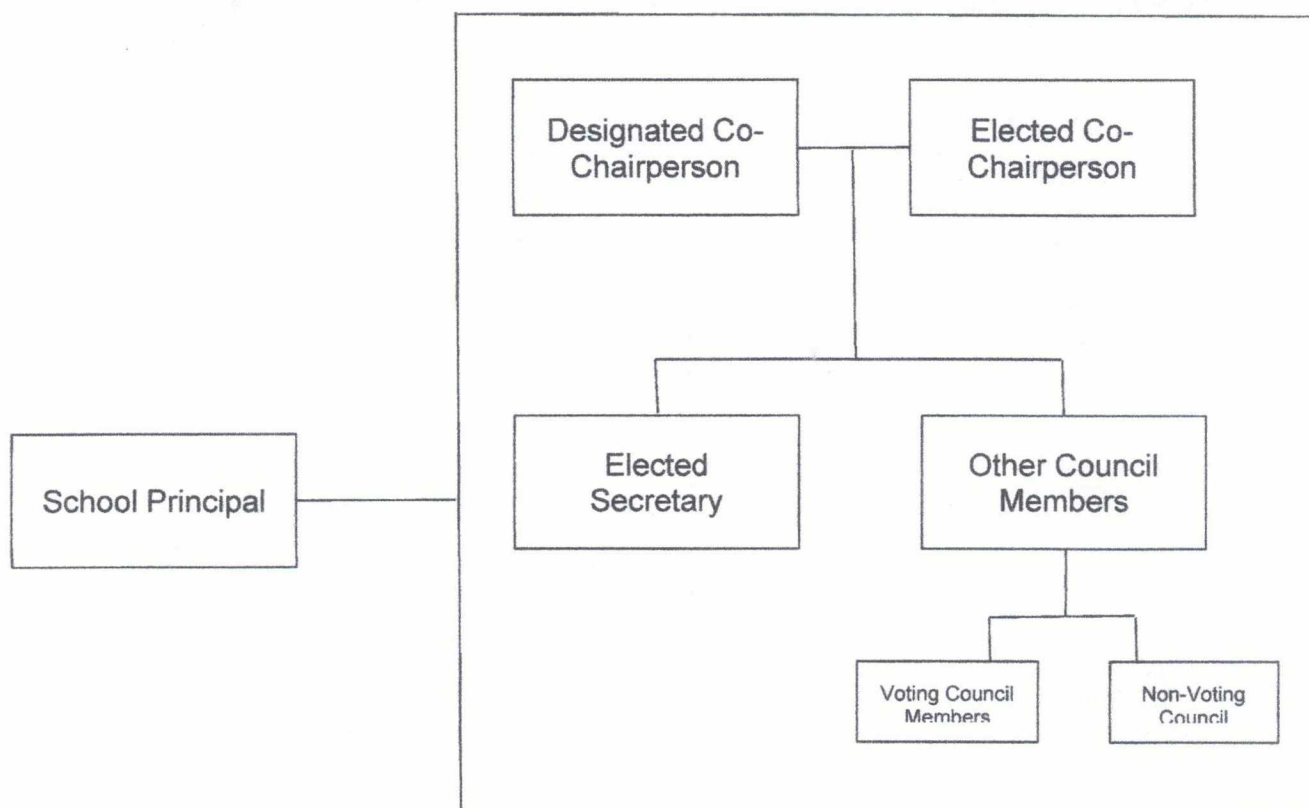


Republika ng Pilipinas  
**Department of Education**

[REGION]  
[DIVISION]  
[SCHOOL]  
[ADDRESS]  
S/Y \_ \_

---

**SCHOOL GOVERNANCE COUNCIL  
ORGANIZATIONAL STRUCTURE**



---

[OFFICE ADDRESS]  
[CONTACT DETAILS]  
[EMAIL ADDRESS]



**Republic of the Philippines**  
**Department of Education**

[REGION]

[DIVISION]

[SCHOOL]

[ADDRESS]

S/Y\_\_-\_\_

**SCHOOL GOVERNANCE COUNCIL**  
**OFFICIAL LIST OF MEMBERS**

<b>Full Name</b>	<b>Position</b>	<b>Organization</b> <i>(SGC and Representing Organization)</i>
1.	SGC Elected Co-Chairperson	
2.	SGC Designated Co-Chairperson	
3.	SGC Secretary	
4.	SGC Voting Member	
5.	SGC Voting Member	
6.	SGC Voting Member	
7.	SGC Voting Member	
8.	SGC Voting Member	
9.	SGC Voting Member	
10.	SGC Voting Member	
11.	SGC Voting Member	
12.	SGC Voting Member	
13.	SGC Voting Member	
14.	SGC Voting Member	
15.	SGC Voting Member	
16.	SGC Non-Voting Member	
17.	SGC Non-Voting Member	
18.	SGC Non-Voting Member	

[OFFICE ADDRESS]

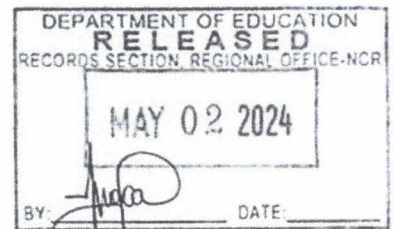
[CONTACT DETAILS]

[EMAIL ADDRESS]





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



April 26, 2024

**REGIONAL MEMORANDUM**

No. 428, s. 2024

RECEIVED BY:

EVELYN N. DINGAL  
Admin Officer II - Records Unit  
Date: 5-3-24 8:30a

**To:** Schools Division Superintendents  
SDO SBM Coordinators  
All Others Concerned

**REVISED SGC FUNCTIONALITY ASSESSMENT TOOL FOR SECONDARY SCHOOLS**

1. This has reference to the attached **Memorandum DM-OUHROD-2024-0696** dated April 11, 2024 from Hon. Wilfredo E. Cabral, Regional Director, Officer-In-Charge, Office of the Undersecretary, Human Resource and Organizational Development, relative to the above-captioned activity.
2. Particular attention is invited to paragraphs 1, 2, 3, 4, and 5, including the attachments of the said Memorandum.
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.

**JOCELYN DR. ANDAYA**  
Director IV



Address: 6 Misamis St., Bago Bantay, Quezon City  
Email address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: [depedncr.com.ph](http://depedncr.com.ph)

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 1



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-OUHROD-2024-0696

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

FROM : **WILFREDO E. CABRAL**  
Regional Director  
Officer-In-Charge, Office of the Undersecretary  
Human Resource and Organizational Development

SUBJECT : **REVISED SGC FUNCTIONALITY ASSESSMENT TOOL FOR  
SECONDARY SCHOOLS**

DATE : April 11, 2024

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.

To strengthen the implementation of the policy, **the SGC Functionality Assessment Tool for Secondary Schools was developed** to collect information in identifying priority areas that may need support and assistance from the different governance levels. The collection of baseline information commenced last September 2022 and concluded last March 2023. Consequently, the collection of endline information began last **September 25, 2023** and shall be concluded on **June 21, 2024**.

However, last **March 8, 2024**, there was an unexpected interruption in the accomplishment of the SGC Functionality Assessment Tool due to the exceeded quota of the workspace storage of the Department of Education Google Accounts. This put the submission and validation of the SGC MOVs on hold for one (1) month.

The recovery of Google Accounts ensued last April 02, 2024, however the recurrence of the technical issue is non-guaranteed. In view of this, the **Bureau of Human**

**Resource and Organizational Development-School Effectiveness Division (BHROD-SED)** closed the links to the 2023 SGC Tool and reports and transferred them to a new Google account with bigger storage. Thus, **new links to the tool and reports shall be provided.**

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 -** Revised Process Flow of the Data Collection and Report Generation of the SGC Functionality Assessment Tool
- Enclosure No. 3 -** Report 2- SDO Validation Report
- Enclosure No. 4 -** Resubmission Monitoring Sheet
- Enclosure No. 5 -** Report 3 – RO Monitoring Tool
- Enclosure No. 6 -** Schedule of the Resumption of Data Collection, Validation and Report Generation of the Tool

For queries and concerns, kindly contact **Ms. Jeanne Nicole Grageda/Mr. Sebastian Cheng** of BHROD-SED through email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph).

For dissemination and appropriate action.

*[BHROD-SED/Grageda]*



## 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.



## 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.*

#### Date of Establishment

\_\_\_\_\_  
( Month and Year )

☐ **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.*

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 (MOV)s

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 BHRD-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)

**SGC FUNCTIONALITY ASSESSMENT TOOL**

For Secondary Schools • 2023 Rollout

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

<b>FI2B</b>	<b>Other Sub-Indicator</b>
<input type="checkbox"/> YES <input type="checkbox"/> 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:	
<b>Minimum MOVs</b> <input type="checkbox"/> SGC Resolution relative to the indicator (at least 1)	<b>Additional MOVs</b> <input type="checkbox"/> SGC Resolutions relative to the indicator (2 or more)
<b>FI2C</b>	<b>Other Sub-Indicator</b>
<input type="checkbox"/> YES <input type="checkbox"/> NO	The SGC has attended meetings on the importance of upholding the rights of the child.
If YES, prepare the following MOVs:	
<b>Minimum MOVs</b> <input type="checkbox"/> Minutes of Meeting with CPU, CPC, or other similar DepEd organizations (at least 1 meeting)	<b>Additional MOVs</b> <input type="checkbox"/> Minutes of Meetings with CPU, CPC, or other similar DepEd organizations (2 or more meetings) <input type="checkbox"/> 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**

<input type="checkbox"/> YES <input type="checkbox"/> NO	The SGC has decided matters through a resolution, signed by all SGC voting members.
If YES, prepare the following MOVs:	
<b>Minimum MOVs</b> <input type="checkbox"/> SGC Resolution (at least 1)	<b>Additional MOVs</b> <input type="checkbox"/> SGC Resolutions (2 or more) <input type="checkbox"/> SGC's Action Plan

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

<b>FI3B</b>	<b>Other Sub-Indicator</b>
<input type="checkbox"/> YES <input type="checkbox"/> 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:	
<b>Minimum MOVs</b> <input type="checkbox"/> Minutes of Meeting mentioning meeting agenda (at least 1 meeting)	<b>Additional MOVs</b> <input type="checkbox"/> Minutes of Meeting mentioning meeting agenda (2 or more meetings)
<b>FI3C</b>	<b>Other Sub-Indicator</b>
<input type="checkbox"/> YES <input type="checkbox"/> 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:	
<b>Minimum MOVs</b> <input type="checkbox"/> Minutes of Meetings specifying required quorum (at least 1 of 4 Regular Meetings)	<b>Additional MOVs</b> <input type="checkbox"/> Minutes of Meetings specifying required quorum (2 - 4 Regular Meetings)
<b>FI3D</b>	<b>Other Sub-Indicator</b>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Regular meetings have minutes.
If YES, prepare the following MOVs:	
<b>Minimum MOVs</b> <input type="checkbox"/> Minutes of Meeting (at least 1 of 4 Regular Meetings)	<b>Additional MOVs</b> <input type="checkbox"/> Minutes of Meetings (2 - 4 Regular Meetings)



**SGC FUNCTIONALITY ASSESSMENT TOOL**

For Secondary Schools • 2023 Rollout

**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** The SGC has organized meetings with different school stakeholders to harmonize proposed and existing programs, projects, and activities.
- ☐ **NO**

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** The SGC has been represented in meetings organized by different school committees and organizations.
- ☐ **NO**

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** The SGC has met and discussed with school stakeholders its role as oversight on school planning and resource use.
- ☐ **NO**

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** The Co-Chairpersons have communicated the direction of the SGC to the School Head.
- ☐ **NO**

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** The SGC has been involved in the development of stakeholder-initiated programs and activities.
- ☐ **NO**

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** The SGC has monitored and evaluated the impact/success of stakeholder-initiated programs and activities.
- ☐ **NO**

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** The SGC has established linkages with other stakeholders and/or referred potential partners to the School Head.
- ☐ **NO**

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** **THE SGC HAS RECOMMENDED POLICIES AND PROGRAMS TO THE LOCAL SCHOOL BOARD (LSB) TO STRENGTHEN RELATIONSHIP WITH THE LGU.**
- ☐ **NO**

*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

**SGC FUNCTIONALITY ASSESSMENT TOOL**

For Secondary Schools • 2023 Rollout

**FI8 FUNCTIONALITY INDICATOR 8**

- ☐ **YES** **THE SGC HAS INVOLVED THE DIFFERENT SECTORS TO ENSURE INCLUSIVE REPRESENTATION OF STAKEHOLDERS IN THE COUNCIL.**
- ☐ **NO**

*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, STAKEHOLDER CONVERGENCE, SOSA, AND/OR OTHER STAKEHOLDER ENGAGEMENT ACTIVITIES AND INITIATIVES.**
- ☐ **NO**

*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 STAKEHOLDERS TO ENGAGE AND PARTICIPATE.**
- ☐ **NO**

*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)

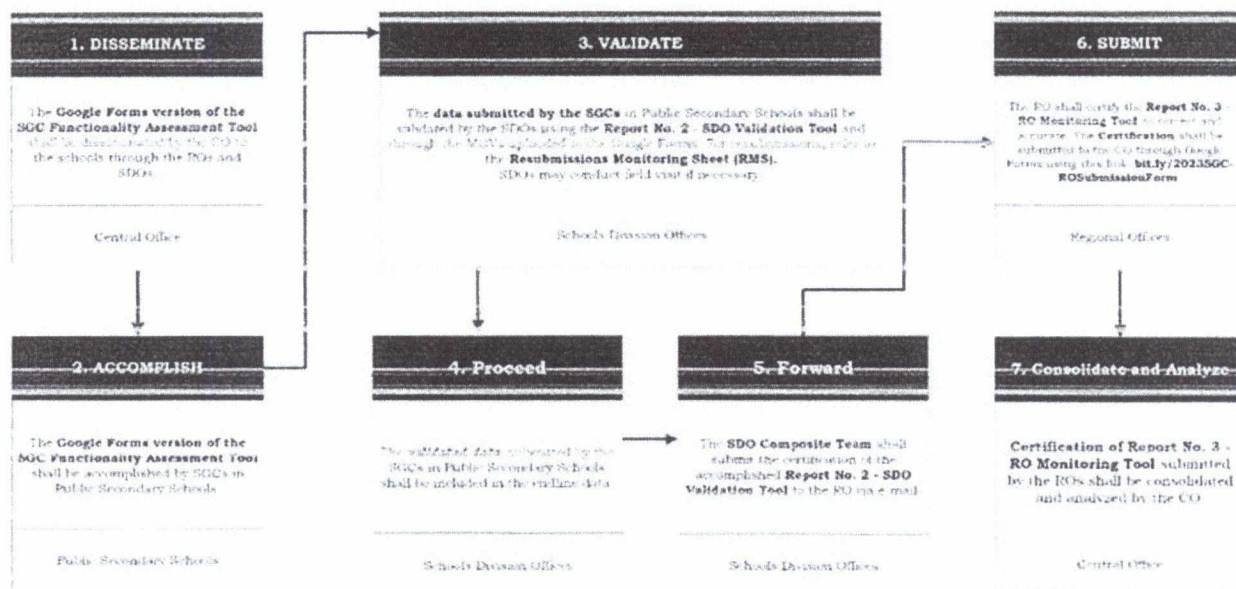


## REVISED PROCESS FLOW OF THE DATA COLLECTION AND REPORT GENERATION OF THE SGC FUNCTIONALITY ASSESSMENT TOOL

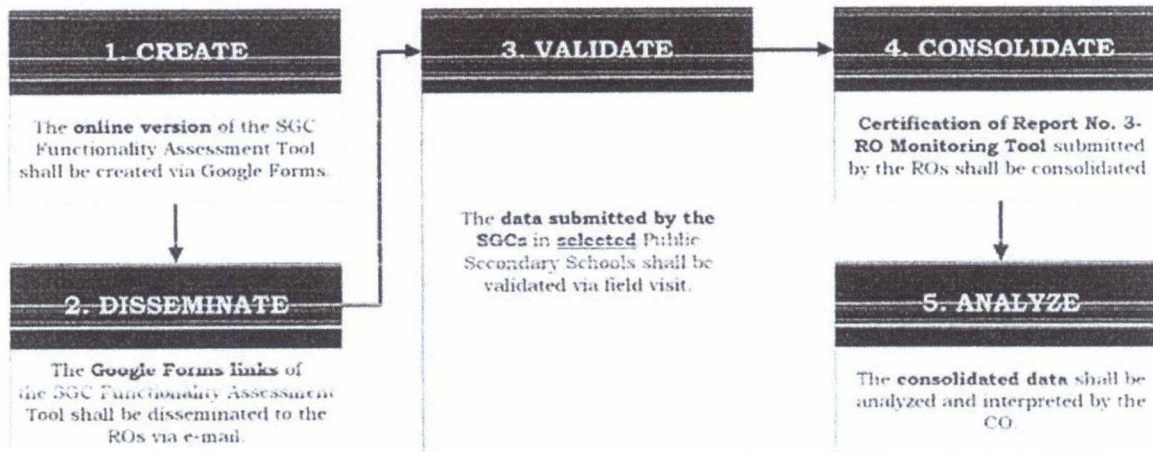
To ensure smooth implementation of the tool, procedures on the Data Collection and Report Generation are stated below:

### General Process Flow

The General Process flow below 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.



## Central Office

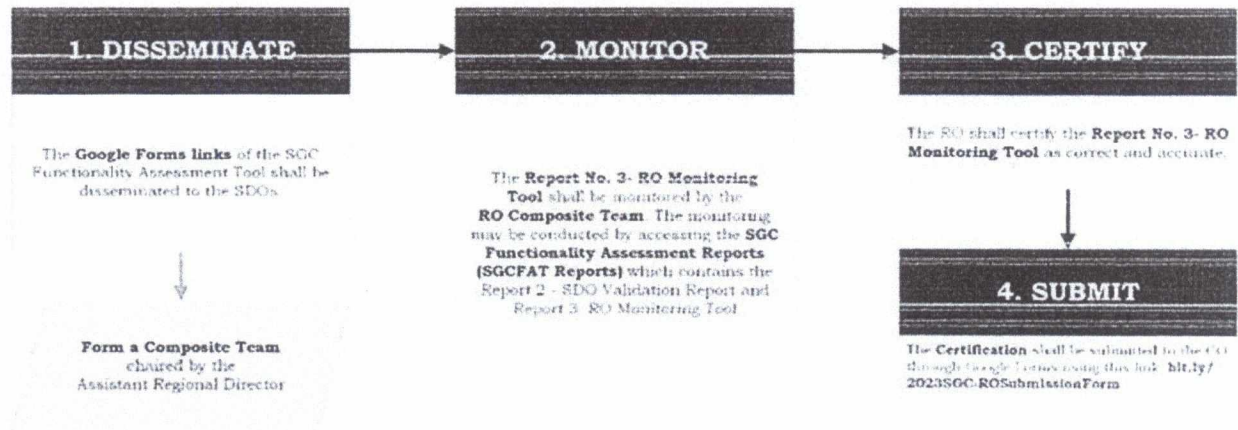


The Central Office shall create the **Google Forms version of the SGC Functionality Assessment Tool** and shall disseminate the link to the ROs through e-mail.

The CO shall validate the data submitted by the SGCs in select Public Secondary Schools after the 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.

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**.

The RO shall reorganize the **RO SGC Composite Team** who shall monitor and verify the results submitted by the SDOs. Using the **SGC Functionality Assessment Reports (SGCFAT Reports)**, they can monitor the accomplishment of the SGC Functionality Assessment Tool in their region. It contains the sheets of **Report 2: SDO Validation Tool and Report 3: RO Monitoring Tool** for reference. The team shall be composed of the following:

<b>Chair</b>	Assistant Regional Director
<b>Members</b>	3-5 members including the Regional School-Based Management Coordinator

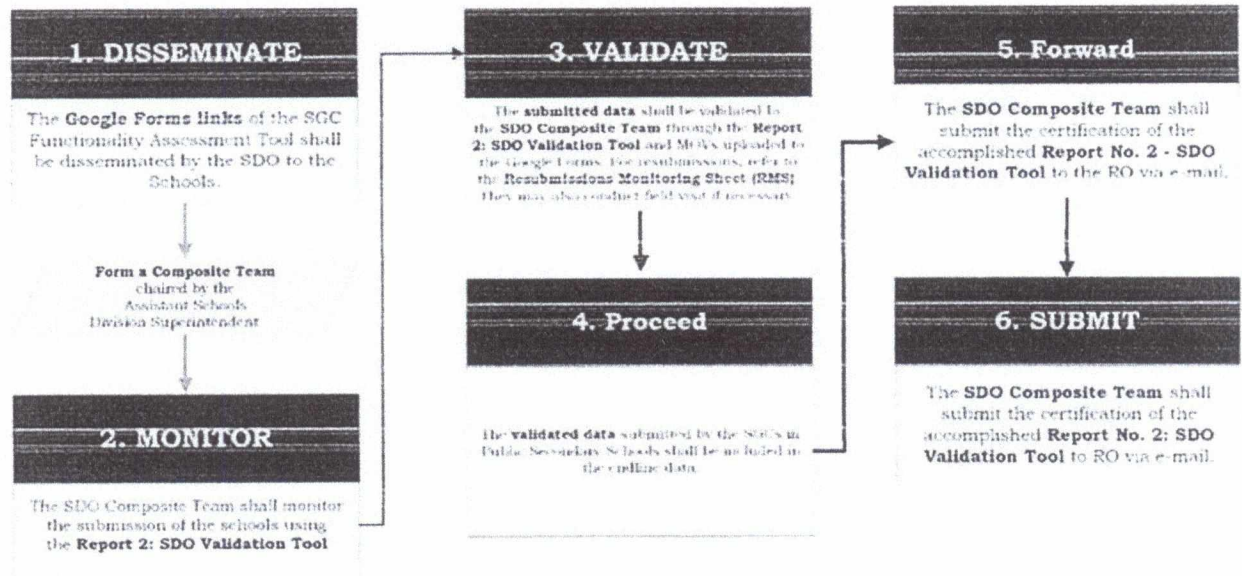
If deemed necessary, ROs may add member/s to the composite team.

The **Report No. 3 - RO Monitoring Tool** shall be monitored by the **RO Composite Team**. The RO must 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: [bit.ly/2023SGC-ROSubmissionForm](https://bit.ly/2023SGC-ROSubmissionForm). A template is provided for reference and can be accessed in this link: [bit.ly/2023SGC-ROCert](https://bit.ly/2023SGC-ROCert).



## Schools Division Office



The SDO shall inform the schools to accomplish the **SGC Functionality Assessment Tool** using the Google Form link provided.

The SDOs shall reorganize the SDO Composite Team who shall validate and verify the data submitted by the SGCs. The team shall be composed of the following:

<b>Chair</b>	Assistant Schools Division Superintendent
<b>Members</b>	3-5 members including the SDO School-Based Management Coordinator

If deemed necessary, SDOs may add member/s to the composite team.

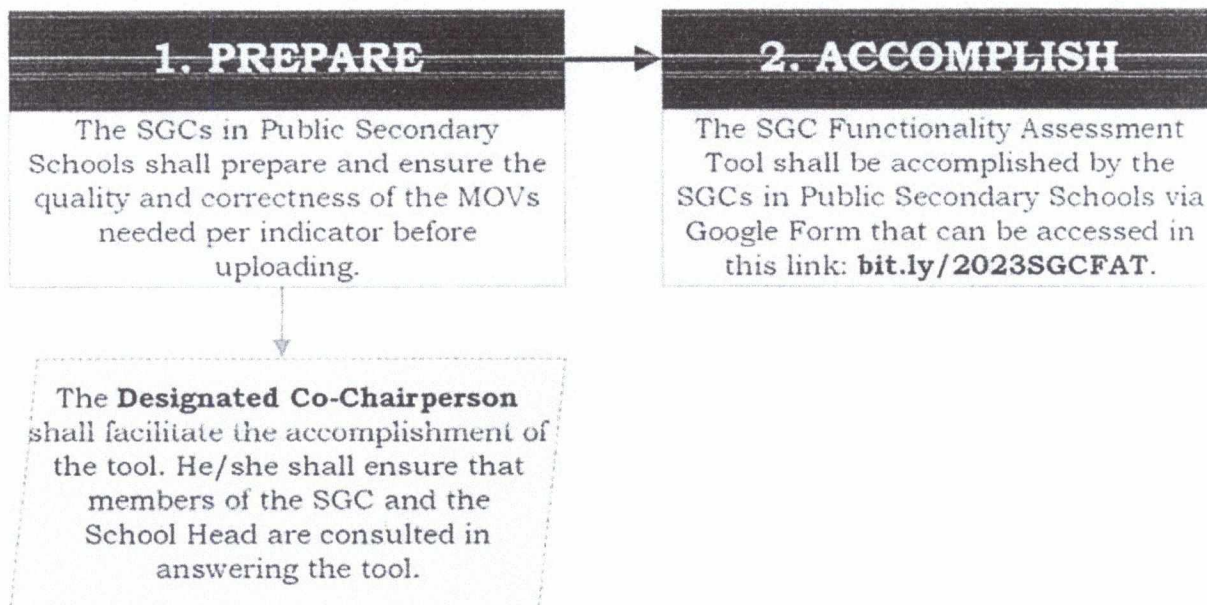
The SDO Composite Team shall have access to the **SGC Functionality Assessment Reports (SGCFAT Reports)** and use the **Report 2 – SDO Validation Tool** to validate the accuracy of data submitted by the schools via Google Forms through checking of the Means of Verifications (MOVs). They may conduct a field visit if necessary.

The re-accomplishment of the SGC Functionality Assessment Tool is allowed. The CO shall update the Report 2- SDO Validation Tool **every Friday** to display the latest MOV submission of the schools.

The SDO must refer to the **SGC Re-accomplishment Monitoring Sheet (RMS)** to identify schools who re-accomplished the SGC Tool, and to update the status of the validation of the MOVs in the Report 2- SDO Validation Tool.

Upon validation, the SDO shall submit the **certification** of the accomplished Report No. 2 – SDO Validation Tool to the RO via e-mail.

## Schools



All SGCs of Public Secondary Schools must prepare and ensure the quality and correctness of the MOVs before uploading. Once finalized, they shall answer the Google Forms version of the SGC Functionality Assessment Tool using this link: [bit.ly/2023SGCFAT](https://bit.ly/2023SGCFAT). Upon the accomplishment of the tool, the Designated Co-Chairperson shall facilitate and ensure that the council and the school head are properly consulted.



## Report 2: SDO Validation Tool

### Description:

1. Validate the MOVs submitted by the schools (For the SDO only)
2. Determine the Status of each school (Functional, Unvalidated, No Submission, Not Yet Functional)
3. Determine the Final Score of each school regarding their SGC Functionality Status (10/12 = FUNCTIONAL); and,
4. Determine the Number of Functional SGCs (based on Validated Data) in the Division.

### Instructions on how to validate:

1. Go to Report 2: SDO Validation Tool;
2. Go to Functionality Indicator 1 columns;
3. Click the link to the MOV.
4. Check and assess if the MOV submitted by the school is correct;
5. If the MOV satisfies the minimum requirement for the Sub-indicator, tick box under "Valid"
- If the MOV does not satisfy the minimum requirement for the Sub-indicator, tick the box under "Invalid"
6. Every valid MOV for Primary Sub-Indicators counts as 1 in the Final Score. To be FUNCTIONAL SGC, the school must accomplish 10/12 VALID Primary-Sub-Indicators.

[RO] SGC Functionality Assessment Reports (SGCFAT Reports) ☆ ⌵ ⌵ Saving

File Edit View Insert Format Data Tools Extensions Help

100% 123 Poppins - 11 + B I A

### Report 2: SDO Validation Tool

### Primary Functionality Indicator

### FIA - Primary Sub-Indicator

Region	Initial Score	Final Score	Status	NOM of Regular Meeting	Valid	Invalid	Minu
	12	0	UNVALIDATED		<input type="checkbox"/>	<input type="checkbox"/>	
	11	7	NOT YET FUNCTIONAL		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	12	11	FUNCTIONAL		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	7	4	NOT YET FUNCTIONAL		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	1	0	UNVALIDATED		<input type="checkbox"/>	<input type="checkbox"/>	
	1	0	UNVALIDATED		<input type="checkbox"/>	<input type="checkbox"/>	
	7	0	UNVALIDATED		<input type="checkbox"/>	<input type="checkbox"/>	
	2	0	UNVALIDATED		<input type="checkbox"/>	<input type="checkbox"/>	
	10	3	NOT YET FUNCTIONAL		<input type="checkbox"/>	<input type="checkbox"/>	

+ ≡ Report 2: SDO Validation Tool - RMS - Report 3: RO Monitoring Tool -

*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.*





### Report 3: RO Monitoring Tool

#### Description:

1. Determine the completion status of the Region or each SDO.

#### Instructions on how to use the Report 3: Monitoring Tool:

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

[RO] SGC Functionality Assessment Reports (SGCFAT Reports) ☆ 📁 ☁

File Edit View Insert Format Data Tools Extensions Help

🔍 🏠 🔄 📄 100% 5 % 0.00 123 Poppins - 24 + B I 🔍 A 📐 📏 📐 📏 📐 📏

2023 SGC Functionality Assessment Tool

**2023 SGC Functionality Assessment Tool**  
**REPORT 3: REGIONAL SGC MONITORING TOOL**  
**Region**

No.	Division	No. of Schools	Actual Submissions	Submission Rate	No. of Functional SGCs
1					

Total Actual Submissions	0
Regional Completion Rate	
Total Functional SGCs	0

RO Certification Link: [\[Link\]](#)  
Submit: [\[Link\]](#)

+ ≡ Report 2: SDO Validation Tool • 🔒 RMS • 🔒 Report 3: RO Monitoring Tool •

*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.*



**SCHEDULE OF THE RESUMPTION OF THE DATA COLLECTION, VALIDATION  
AND REPORT GENERATION OF THE TOOL**

For the timeline of activities this year, kindly refer to the table below:

DATE	ACTIVITY
April 16, 2024 – June 21, 2024	Resumption of the Accomplishment of the SGC Functionality Assessment Tool and Validation of the Report 2: SDO Validation Tool
May 7-8, 2024	7th Progress Check
June 4-5, 2024	8th Progress Check
June 21, 2024	Conclusion of Roll-Out of the SGC Functionality Assessment Tool SY 2023-2024  Deadline of SDO Certification of the Accomplished Report 2: SDO Validation Tool  (to be submitted to the RO)
July 19, 2024	Deadline of RO Certification that certifies Report 3: RO Monitoring Tool correct and accurate.  Template: <a href="https://bit.ly/2023SGC-ROCert">bit.ly/2023SGC-ROCert</a>  Certification Submission Form:  <a href="https://bit.ly/2023SGC-ROSubmissionForm">bit.ly/2023SGC-ROSubmissionForm</a>

**Enclosure No. 7 to DM-OUHROD-2024-0696**

Relative to the Memorandum on the **Revised SGC Functionality Assessment Tool for Secondary Schools or DM -OUHROD-0696**, below are the new links prepared by the Central Office for Regional Offices and School Division Offices. To ensure the smooth implementation of the tool, the **Regional Office and the School Division Office** shall follow the Process Flow of the Data Collection and Report Generation of the SGC Functionality Assessment Tool (Enclosure No. 2).

<b>NCR – National Capital Region</b>	<b>Links</b>
<b>2023 SGC Functionality Assessment Tool</b> <i>(New Google Form for Secondary Schools)</i>	<b><a href="https://bit.ly/2023SGCFAT">bit.ly/2023SGCFAT</a></b>
<b>SGC Functionality Assessment Tool Reports</b> <i>(SGCFAT Reports for ROs and SDOs)</i>	<b><a href="https://bit.ly/SGCTool-NCR">bit.ly/SGCTool-NCR</a></b>

**Process of the Data Collection and Report Generation:**

The RO shall share the links of the **Google Forms version of the SGC Functionality Assessment Tool and the SGC Functionality Assessment Reports (SGCFAT Reports)**.

The RO shall reorganize the **RO SGC Composite Team** who shall monitor and verify the results submitted by the SDOs. Using the **SGC Functionality Assessment Reports (SGCFAT Reports)**, they can monitor the accomplishment of the SGC Functionality Assessment Tool in their region. It contains the sheets of **Report 2: SDO Validation Tool and Report 3: RO Monitoring Tool** for reference. The RO Composite team shall be composed of the following:

<b>Chair</b>	<b>Assistant Regional Director</b>
<b>Members</b>	<b>3-5 members including the Regional School-Based Management Coordinator</b>

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 RO must 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: **[bit.ly/2023SGC-ROSubmissionForm](https://bit.ly/2023SGC-ROSubmissionForm)**. A template is provided for reference and can be accessed in this link: **[bit.ly/2023SGC-ROCert](https://bit.ly/2023SGC-ROCert)**.

---

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