



Republic of the Philippines
Department of Education
 REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION
 DepED, Division of Zambo. Norte
 No. 10
 Date: 13 OCT 2023 By: [Signature]
RELEASED

Office of the Schools Division Superintendent

October 13, 2023

Office Memorandum
 No. 449, s. 2023

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

To: **Public Schools District Supervisors**
Principals/SHs, Secondary Schools
Administrative Officers II (AOs II)
 All Others Concerned

1. Pursuant to the Memorandum DM-OUHROD-2023-1399 and relative to the Division Reform Agenda, re: Maximization and Optimization of Human and Financial Resources, this Office announces the conduct of mobile Roll-Out of the SGC Functionality Assessment Tool for Secondary Schools in this division on the following dates and venues:

Cluster	Date and Time	Venue
Cluster 1	October 18, 2023 @ 8:30 -11:30 AM	Piñan National School
Cluster 2	October 18, 2023 @ 1:30 -4:30 PM	Pres. Roxas National High School
Cluster 3	October 19, 2023 @ 8:30 -11:30 AM	Sindangan National High School
Cluster 4	October 20, 2023 @ 8:30 -11:30 AM	Bacong National High School
Cluster 5	October 25, 2023 @ 8:30 -11:30 AM	Ubay National High School
Cluster 6	October 24, 2023 @ 8:30 -11:30 AM	Siocon National Science High School

- The activity aims to equip the SGC Chairpersons of the latest mechanisms and tools for the functionality assessment for SY 2023-2024, & and to set up platforms by which the participants commit to improving the engagement of SGC in school operations.
- Participants to the activity are the SGC Chairperson and the Designated/Elected Co-Chairperson of the secondary schools.
- The host school is enjoined to prepare a room or hall, and the multi-media systems. Moreover, the host may cover the provision of snacks of the participants, subject to the availability of funds, and the usual accounting and auditing rules and regulations. Travel expenses of the participants shall be charged against the respective local funds.
- To jumpstart the school-level assessment activities, all concerned are directed to this <http://SGCTool Downloadables> to get copies of the SGC Functionality Tool, Enclosures, and the Templates of MOVs, for refence and guidance.
- Strict compliance with and wide dissemination of this policy is directed.

ROY C. TUBALLA, EMD, JD, CESO VI
 Schools Division Superintendent

Encl.: As stated
 SMM&E/WHI/025-MEMORANDUM-SGCA



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843
 Email: zn_division@deped.gov.ph Website: www.depedzn.net
 FB: DepEd Tayo- Schools Division of Zamboanga del Norte



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.

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 (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

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

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** SGC members have been inducted and oriented of their roles and responsibilities as members and officers of the Council.
 NO

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** The SGC has organizational chart, including non-voting members, if applicable.
 NO

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** The SGC has participated actively in the formulation of the SIP/AIP and other DepEd programs, projects, and activities.
 NO

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.

FI2B	Other Sub-Indicator
<input type="checkbox"/> YES	The SGC has passed recommendations to the School Head regarding concerns, policies, programs, and/or interventions raised by stakeholders.
<input type="checkbox"/> NO	
If YES, prepare the following MOVs:	
Minimum MOVs	Additional MOVs
<input type="checkbox"/> SGC Resolution relative to the indicator (at least 1)	<input type="checkbox"/> SGC Resolutions relative to the indicator (2 or more)
FI2C	Other Sub-Indicator
<input type="checkbox"/> YES	The SGC has attended meetings on the importance of upholding the rights of the child.
<input type="checkbox"/> NO	
If YES, prepare the following MOVs:	
Minimum MOVs	Additional MOVs
<input type="checkbox"/> Minutes of Meeting with CPU, CPC, or other similar DepEd organizations (at least 1 meeting)	<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	The SGC has decided matters through a resolution, signed by all SGC voting members.
<input type="checkbox"/> NO	
If YES, prepare the following MOVs:	
Minimum MOVs	Additional MOVs
<input type="checkbox"/> SGC Resolution (at least 1)	<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.

FI3B	Other Sub-Indicator
<input type="checkbox"/> YES	Agenda of meetings have included programs, projects, and activities that are supportive of the SIP, AIP, and other school priorities.
<input type="checkbox"/> NO	
If YES, prepare the following MOVs:	
Minimum MOVs	Additional MOVs
<input type="checkbox"/> Minutes of Meeting mentioning meeting agenda (at least 1 meeting)	<input type="checkbox"/> Minutes of Meeting mentioning meeting agenda (2 or more meetings)
FI3C	Other Sub-Indicator
<input type="checkbox"/> YES	All regular meetings have been conducted with a quorum of 50%+1 of the total SGC voting membership.
<input type="checkbox"/> NO	
If YES, prepare the following MOVs:	
Minimum MOVs	Additional MOVs
<input type="checkbox"/> Minutes of Meetings specifying required quorum (at least 1 of 4 Regular Meetings)	<input type="checkbox"/> Minutes of Meetings specifying required quorum (2 - 4 Regular Meetings)
FI3D	Other Sub-Indicator
<input type="checkbox"/> YES	Regular meetings have minutes.
<input type="checkbox"/> NO	
If YES, prepare the following MOVs:	
Minimum MOVs	Additional MOVs
<input type="checkbox"/> Minutes of Meeting (at least 1 of 4 Regular Meetings)	<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

F18 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

F19 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

F110 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** Board, SRC, and other reports on operations and performance of school programs and resource management.

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** regarding SGC announcements and activities can be accessed from.

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** DEPED PROGRAMS, PROJECTS, AND ACTIVITIES.

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:

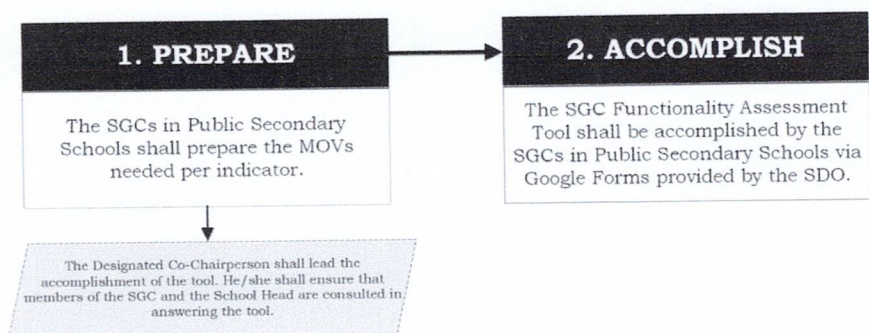
Minimum MOVs

- 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)

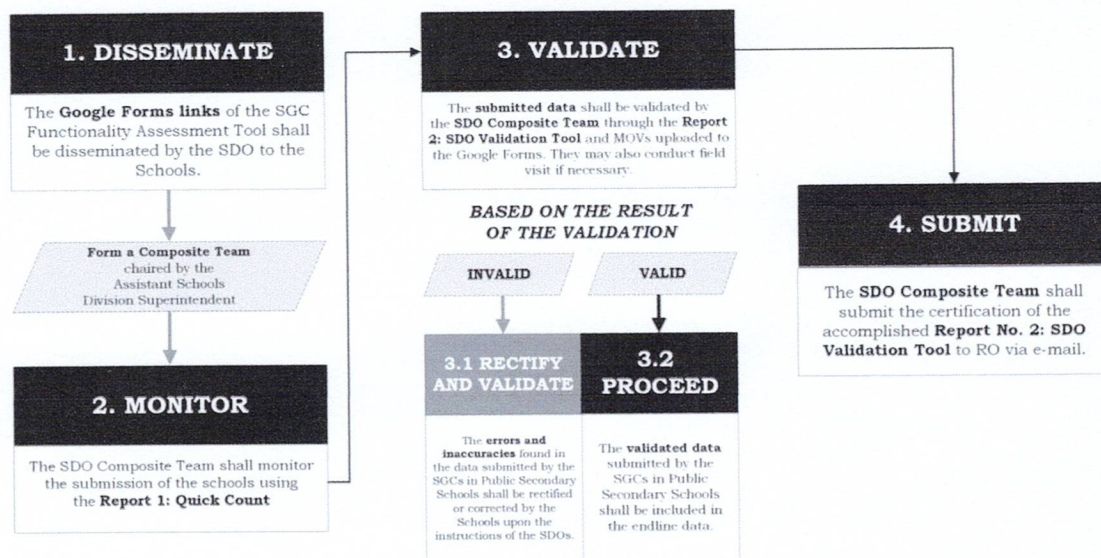
Schools



All SGCs of Public Secondary Schools shall answer the Google Forms version of the SGC Functionality Assessment Tool using the link provided by their respective SDO. The Designated Co-Chairperson shall facilitate the accomplishment of the tool. He/she shall ensure that the council and the school head are properly consulted.

Upon accomplishment of the tool, they shall undergo validation conducted by the SDO Composite Team. They shall provide the MOVs requested to ensure compliance with the functionality indicator.

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:

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

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

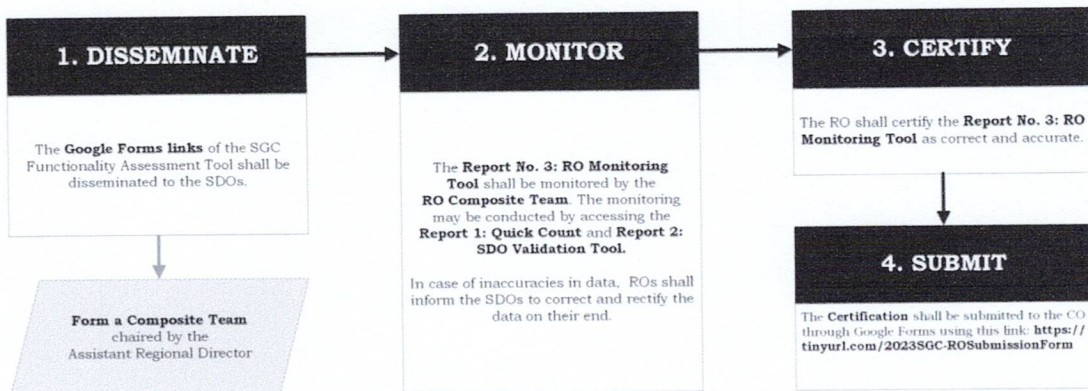
The SDO Composite Team shall have access to **Report No. 1 Quick Count** to have a comprehensive view of the SDO's Accomplishment of the SGC Functionality Assessment Tool. It is a protected sheet that helps track and monitor the accomplishment of each school in the Division.

They also have access to **Report 2: SDO Validation Report** and the responses (backend data) of their respective Google Forms 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.

In the event where they find issues on the data submitted by the SGCs, the SDO shall inform the school and rectify the data.

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

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

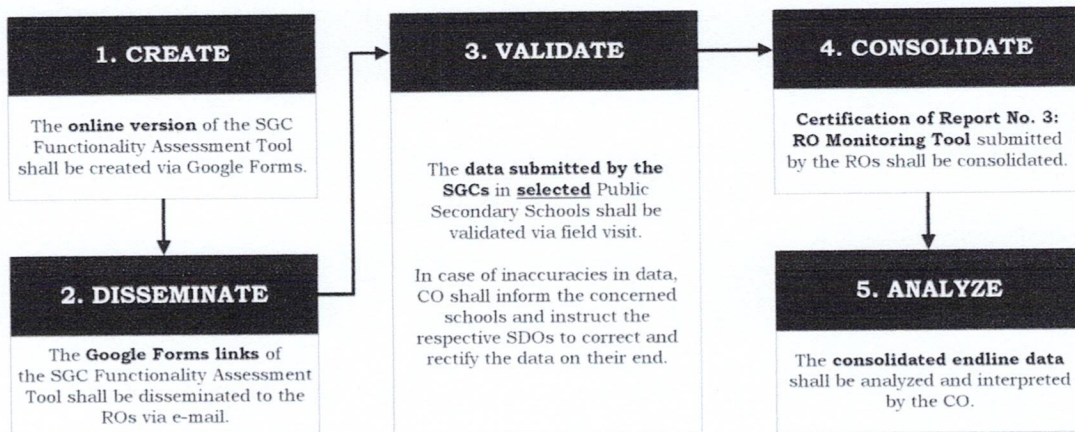
If deemed necessary, ROs may add member/s to the composite team.

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>.

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.

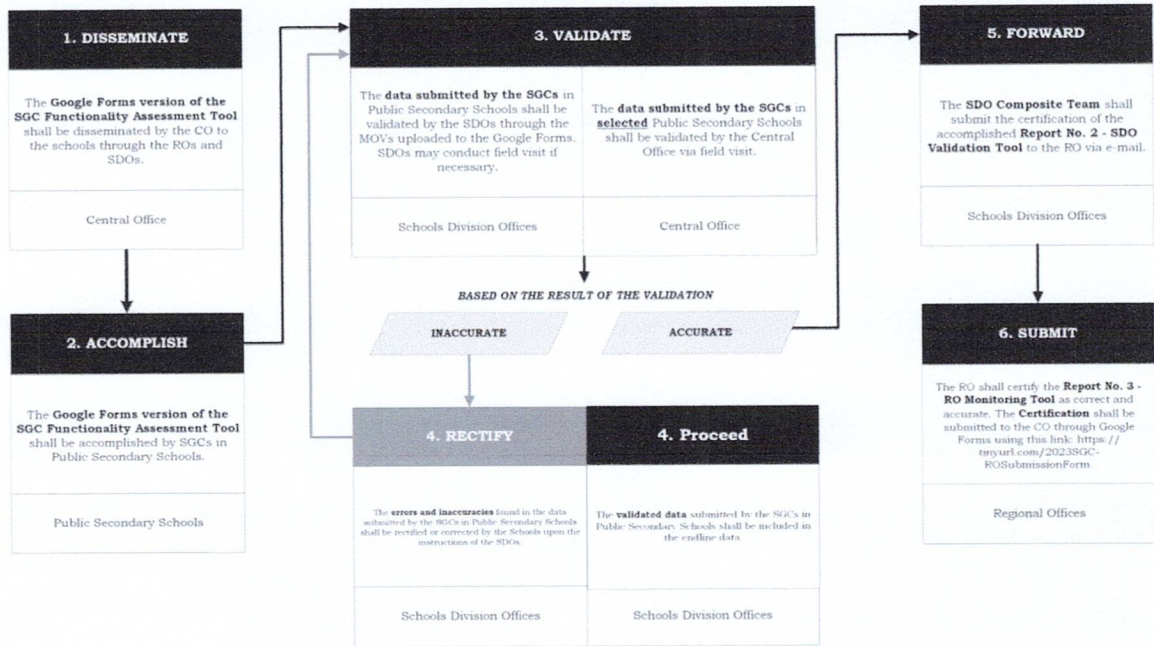
The CO shall validate the data submitted by the SGCs in select Public Secondary Schools a week after the initial roll-out of the tool through field visit. The field visit to select schools intends to check and ensure the validity of the Means of Verifications (MOVs) submitted by the SGCs. In case of 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.

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.

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

Historic: Report 1: Accomplishment by Division (Quick Count)_CAR-Mt. Province

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

Functional SGCs
(UNOFFICIAL: Based on the Initial Score)

0
Initial Scores may change upon validation.

List of Schools With No Response Yet

No.	School ID	School Name
1	305228	Albago National High School
2	305229	Antadao National High School
3	305230	Bacarri National Trade & Agricultural School
4	305231	Paracelis Technical & Vocational High School
5	305232	Bagnen National High School
6	305233	Banao National High School
7	305234	Bangaan National High School
8	305235	Barlig 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	Tapapan National High School
19	305246	Kadacian National High School
20	305247	Lubon National High School
21	305248	Mabaav 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. 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
1 st Progress Check	October 25, 2023
2 nd Progress Check	November 8, 2023
3 rd Progress Check	December 6, 2023
4 th Progress Check	January 17, 2024
5 th Progress Check	February 7, 2024
Conclusion of Roll-out for S/Y 2023-2024	February 28, 2024
Submission of Report No. 2	March – April 2024
Submission of Report No. 3	May – June 2024