



Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF SORSOGON  
Sorsogon

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**November 27, 2024**

**DIVISION MEMORANDUM**

No. 270, s. 2024

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

**To :** Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Public Schools District Supervisors  
Elementary School Heads  
Secondary School Heads  
All Concerned

1. Pursuant to Republic Act No. 9155 known as the Governance of Basic Education Act of 2001, The Department of Education issues Deped Order No. 26, s. 2024, re: **Implementing Guidelines on Establishment of Functional School Governance Council (SGC) in Public and Secondary Schools**, to ensure functionality of SGC in every public school and likewise, in compliance with the Regional Memorandum No. 01405, s. 2024, re: **Roll-Out of the School Governance Council (SGC) Functionality Assessment Tool for Public Elementary and Secondary Schools SY 2024-2025**, this Office hereby advises **all elementary schools and the remaining secondary schools identified as SGC non-functional during the SY 2023-2024 national end-line survey** to organize their School Governance Council based on the guidelines and to join the SY 2024-2025 roll-out on the prescribed schedule of the region which shall commence on December 2, 2024 to April 21, 2025.

2. This activity aims to:

- a. Establish at least 30-35% functional SGC in Public Elementary for SY 2024- 2025 and 100% SGC functionality rate for the remaining Secondary Schools identified as non-functional during the SY 2023-2024 National end-line survey;
- b. Recognize and strengthen the role of stakeholders as partners, and
- c. Address school concerns and help improve school performance.





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3. For ease of reference, downloading of SGC materials, submission of means of verifications (MOVs) and validation purposes, please access the following links:

a. Public Elementary Schools:

<https://tinyurl.com/SGC-ELEM-2024-2025>

b. Public Secondary Schools:

<https://tinyurl.com/SGC-SECONDARY-SY-2024-2025>

4. Monthly monitoring shall be conducted by RO-FTAD and SDO-DFTAT as regards to functionality status, conduct field visit and provide technical assistance if necessary.

5. However, to address initial issues encountered on the Roll-Out, a clustered conference shall be conducted to be participated by School Heads or Designated Co-Chairperson on January 24-26, 2025.

6. Expenses relative to attendance of the Clustered Conference shall be chargeable against School MOOE subject to the availability of funds subject to usual accounting and auditing rules and regulations.

7. Enclosed are the following documents for guidance and reference:

Enclosure No. 1. Timetable of Activities

Enclosure No. 2. School Governance Council Functionality Assessment Tool

Enclosure No. 3. Means of Verification (MOV) Templates

Enclosure No. 4. SDO- Division Technical Field Assistance Team

Enclosure No. 5. Schedule of Clustered Conference

8. For queries, please contact Leah H. Peran, SEPS-SMME through mobile number 09271835946 and /or email at [leah.peran001@deped.gov.ph](mailto:leah.peran001@deped.gov.ph).

9. For dissemination, guidance and compliance.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent 



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Enclosure No. 1 to Division Memorandum No. \_\_\_\_\_, . 2024

**TIMETABLE OF ACTIVITIES**

<b>DATE</b>	<b>ACTIVITIES</b>
DECEMBER 2, 2024	Start of the SGC Roll-Out
JANUARY 2, 2025	1 <sup>st</sup> Progress Check
FEBRUARY 3, 2025	2 <sup>nd</sup> Progress Check
MARCH 3, 2025	3 <sup>rd</sup> Progress Check
APRIL 21, 2025	Conclusion of Roll-Out for SY School 2024-2025
APRIL 30, 2025	Submission of Report No. 2 with SDO Certification



## SGC FUNCTIONALITY ASSESSMENT TOOL

### For Secondary Schools

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 establish functional SGCs, the Bureau of Human Resource and Organizational Development - School Effectiveness Division (BHROD-SED) shall conduct a monitoring and evaluation of SGCs using the SGC Functionality Assessment Tool ("Tool").

The SGC Functionality Assessment Tool ("Tool") aims to initially 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, and (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 the 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

These are the specific activities that enable the achievement of their corresponding functionality indicator. In the Tool, seven (7) functionality indicators have sub-indicators. These sub-indicators are divided into:

1. Primary Sub-Indicators, which are the sub-indicators that determine the achievement of their corresponding Functionality Indicators, and thus must be met; and
2. Other Sub-Indicators, which are the sub-indicators that SGCs may comply with only when applicable.

The results of the assessment shall be used as information in identifying priority areas that may need support and assistance from the different governance levels.

### ACCOMPLISHING THE SGC FUNCTIONALITY ASSESSMENT TOOL

1. The SGC Functionality Assessment Tool must be accomplished ONLINE. To assist the SGC in their preparation for the accomplishment of the online SGC Functionality Assessment Tool, the Council may use this printable Tool.
2. The Designated Co-Chairperson shall lead the accomplishment of the online SGC Functionality Assessment Tool. He/she must consult with the Council the data to be submitted via the online version of the Tool.
3. Complete the following sections:
  - School Profile: The SGC shall provide information about the school.
  - SGC Functionality Indicators for Shared Governance: The SGC shall assess its functionality as a structure for shared governance based on the eight (8) functionality indicators.
  - SGC Functionality Indicators for Feedback Mechanism: The SGC shall assess its functionality as a feedback mechanism based on the four (4) functionality indicators.

### 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, a functional SGC complies with the following requirements:

1. Functionality Indicators without sub-indicators are observed (*Yes to the Functionality Indicators without sub-indicators*).
2. Primary Sub-Indicators, under Functionality Indicators with sub-indicators, are observed (*Yes to the Primary Sub-Indicators*).
3. Minimum MOVs are submitted.

Other Sub-Indicators are also recommended to be attained to further strengthen the SGC's functionality. Further, Additional MOVs may be submitted when available to showcase its advanced practices.

**SCHOOL PROFILE**

School Name			
School ID		Contact Number	
Region		Division	
<b>Curricular Classification</b> <input type="checkbox"/> Purely Junior High School <input type="checkbox"/> Junior High School with Elementary School <input type="checkbox"/> Junior High School with Senior High School <input type="checkbox"/> Purely Senior High School <input type="checkbox"/> All Offerings			
<b>Class Organization of the School</b> <input type="checkbox"/> Pure Monograde <input type="checkbox"/> Pure Multigrade <input type="checkbox"/> Combined Monograde and Multigrade			
<b>Curricular Offerings of the School</b> <input type="checkbox"/> Alternative Learning System (ALS) <input type="checkbox"/> Indigenous Peoples Education (IPEd) <input type="checkbox"/> Special Education (SPED) <input type="checkbox"/> Special Science <input type="checkbox"/> Arabic Language and Islamic Values Education (ALIVE) <input type="checkbox"/> None <input type="checkbox"/> Others, please specify: _____			
<b>Establishment of SGC</b> <input type="checkbox"/> Newly-Established SGC <i>The school has only formed the SGC after the issuance of DO 26, s. 2022.</i> <input type="checkbox"/> With Existing SGC <i>The school already has an SGC before the issuance of DO 26, s. 2022.</i>			
Name of the SGC			

**HOW TO ANSWER THE TOOL****1. Functionality Indicators:**

Put a check mark ( ✓ ) on the appropriate box: Yes, if the Indicator is met; and No, if the indicator is not met.

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 present any MOVs. In addition, ensure that the MOVs are complete and readily available during data validation of the SDOs and/or BHRD-SED.

**2. Means of Verification:**

Put a check mark ( ✓ ) on the box corresponding to the available MOV.

**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 INDICATOR 1**

Indicator Is Met:  Yes  No

**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.*

**Primary Sub-Indicator**

a. The SGC has called meetings in order to create a venue for its decision-making process.

<b>Minimum MOVs</b> <input type="checkbox"/> Notice of meeting (at least 1 of 4 Regular Meetings)	<b>Additional MOVs</b> <input type="checkbox"/> Notices of meetings (2 to 4 Regular Meetings)
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**Other Sub-Indicator**

b. SGC members have been inducted and oriented of their roles and responsibilities as members and officers of the Council.

<b>Minimum MOVs</b> <input type="checkbox"/> Membership / Induction Certificates (7 to 15 voting members) or <input type="checkbox"/> SGC Resolution on the Official List of Members (7 to 15 voting members)	<b>Additional MOVs</b> <input type="checkbox"/> Membership / Induction Certificates (non-voting members) or <input type="checkbox"/> SGC Resolution on the Official List of Members (non-voting members)
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**Other Sub-Indicator**

c. The SGC has organizational chart, including non-voting members, if applicable.

<b>Minimum MOVs</b> <input type="checkbox"/> Draft / Operative Organizational Chart; or <input type="checkbox"/> SGC's Quarterly Progress Reports	<b>Additional MOVs</b> <input type="checkbox"/> Approved / Adopted Organizational Chart <input type="checkbox"/> SGC's Quarterly Progress Reports
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**FUNCTIONALITY INDICATOR 2**

Indicator Is Met:  Yes  No

**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.*

**Primary Sub-Indicator**

a. The SGC has participated actively in the formulation of the SIP/AIP and other DepEd programs, projects, and activities.

<b>Minimum MOVs</b> <input type="checkbox"/> Minutes of Meeting with SPT on SIP / AIP (at least 1 meeting) <input type="checkbox"/> SGC's Quarterly Progress Report	<b>Additional MOVs</b> <input type="checkbox"/> Minutes of Meetings with SPT on SIP / AIP (2 or more meetings) <input type="checkbox"/> Minutes of Meeting/s with SPT on other DepEd programs, projects, and activities (at least 1 meeting) <input type="checkbox"/> SGC's Action Plan <input type="checkbox"/> SGC Resolutions on the recommendations <input type="checkbox"/> SGC's Quarterly Progress Report
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**Other Sub-Indicator**

b. The SGC has passed recommendations to the School Head regarding concerns, policies, programs, and/or interventions raised by stakeholders.

<b>Minimum MOVs</b> <input type="checkbox"/> SGC Resolution on the recommendation (at least 1)	<b>Additional MOVs</b> <input type="checkbox"/> Membership SGC Resolutions on the recommendations (2 or more) <input type="checkbox"/> SGC's Quarterly Progress Report
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**Other Sub-Indicator**

c. The SGC has attended meetings on the importance of upholding the rights of the child.

<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/s on promoting the rights of the child (at least 1 resolution)
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**FUNCTIONALITY INDICATOR 3**

Indicator Is Met:  Yes  No

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.*

**Primary Sub-Indicator**

a. The SGC has decided matters through a resolution, signed by all SGC voting members.

<b>Minimum MOVs</b> <input type="checkbox"/> SGC Resolution on applicable recommendation (at least 1)	<b>Additional MOVs</b> <input type="checkbox"/> SGC Resolutions on applicable recommendations (2 or more) <input type="checkbox"/> SGC's Action Plan
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**Other Sub-Indicator**

b. Agenda of meetings have included programs, projects, and activities that are supportive of the SIP, AIP, and other school priorities.

<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 Meetings mentioning meeting agenda (2 or more meetings)
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**Other Sub-Indicator**

c. All regular meetings have been conducted with a quorum of 50%+1 of the total SGC voting membership.

<b>Minimum MOVs</b> <input type="checkbox"/> Minutes of Meetings specifying required quorum (at least 1 out or 4 Regular Meetings)	<b>Additional MOVs</b> <input type="checkbox"/> Minutes of Meetings specifying required quorum (2 - 4 Regular Meetings)
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**Other Sub-Indicator**

d. Regular meetings have minutes.

<b>Minimum MOVs</b> <input type="checkbox"/> Minutes of Meeting (at least 1 out or 4 Regular Meetings)	<b>Additional MOVs</b> <input type="checkbox"/> Minutes of Meetings (2 - 4 Regular Meetings)
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**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 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 INDICATOR 4**

Indicator Is Met:  Yes  No

**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.*

**Primary Sub-Indicator**

a. The SGC has organized meetings with different school stakeholders to harmonize proposed and existing programs, projects, and activities.

<b>Minimum MOVs</b> <input type="checkbox"/> Minutes of Meeting with stakeholders on programs, projects, and activities (at least 1 meeting)	<b>Additional MOVs</b> <input type="checkbox"/> Minutes of Meetings with stakeholders on programs, projects, and activities (2 or more meetings) <input type="checkbox"/> SGC's Action Plan <input type="checkbox"/> SGC Resolution on applicable recommendation (at least 1)
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**Other Sub-Indicator**

b. The SGC has been represented in meetings organized by different school committees and organizations.

<b>Minimum MOVs</b> <input type="checkbox"/> Any document reporting the discussion from the meeting attended (at least 1 meeting) or <input type="checkbox"/> SGC's Quarterly Progress Report (Indicate Page/s: _____)	<b>Additional MOVs</b> <input type="checkbox"/> Any documents reporting the discussion from the meeting attended (2 or more meetings) or <input type="checkbox"/> Copy of the Minutes of Meetings from school committees and organizations
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**Other Sub-Indicator**

c. The SGC has met and discussed with school stakeholders its role as oversight on school planning and resource use.

<b>Minimum MOVs</b> <input type="checkbox"/> Minutes of Meetings with different school stakeholders (at least 1 meeting)	<b>Additional MOVs</b> <input type="checkbox"/> Minutes of Meetings with different school stakeholders (2 or more meetings) <input type="checkbox"/> SGC Resolution on applicable recommendation (at least 1)
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**FUNCTIONALITY INDICATOR 5**

Indicator Is Met:  Yes  No

**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.*

**Primary Sub-Indicator**

a. The Co-Chairpersons have communicated the direction of the SGC to the School Head.

<b>Minimum MOVs</b> <input type="checkbox"/> Copy of the communication / transmittal letter to the School Head reflecting the direction of the SGC	<b>Additional MOVs</b> <input type="checkbox"/> Any document with citations on SGC's recommendation released by the school management / School Head <input type="checkbox"/> School Head's acknowledgment of SGC (SOSA, speeches, newsletter, etc.)
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**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 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 INDICATOR 6**

Indicator Is Met:  Yes  No

**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.*

**Primary Sub-Indicator**

**a. The SGC has been involved in the development of stakeholder-initiated programs and activities.**

<b>Minimum MOVs</b> <input type="checkbox"/> Minutes of Meeting with stakeholders on stakeholder-initiated programs and activities (at least 1 meeting) <input type="checkbox"/> Concept note / Project brief, or similar document (at least 1)	<b>Additional MOVs</b> <input type="checkbox"/> Concept note / Project brief, or similar document (2 or more) <input type="checkbox"/> Copy of the project proposal on stakeholder-initiated programs and activities <input type="checkbox"/> SIP, AIP, SRC, and SMEA (specify the page in the reports)
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**Other Sub-Indicator**

**b. The SGC has monitored and evaluated the impact/success of stakeholder-initiated programs and activities.**

<b>Minimum MOVs</b> <input type="checkbox"/> Report on the assessment / monitoring and evaluation of stakeholder-initiated program and/or activity (at least 1 program / activity)	<b>Additional MOVs</b> <input type="checkbox"/> Report on the assessment / monitoring and evaluation of stakeholder-initiated programs and/or activities (for 2 or more programs / activities) <input type="checkbox"/> SIP, AIP, SRC, SMEA, and School Project Monitoring Reports
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**Other Sub-Indicator**

**c. The SGC has established linkages with other stakeholders and/or referred potential partners to the School Head.**

<b>Minimum MOVs</b> <input type="checkbox"/> SGC resolution on the referral of the identified potential partner (at least 1)	<b>Additional MOVs</b> <input type="checkbox"/> SGC resolution on the referral of the identified potential partner (at least 1 partner) <input type="checkbox"/> Copy of the MOA, DOD, DOA, etc., reflecting the name/s of the referred partner/s (at least 1 partner)
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**FUNCTIONALITY INDICATOR 7**

Indicator Is Met:  Yes  No

**THE SGC HAS RECOMMENDED POLICIES AND PROGRAMS TO THE LOCAL SCHOOL BOARD (LSB) TO STRENGTHEN RELATIONSHIP WITH THE LGU.**

*A functional SGC has informed the LGU / community of the needs of the school to strengthen relationship and seek support.*

<b>Minimum MOVs</b> <input type="checkbox"/> SGC Resolution recommending the SIP to LSB; or <input type="checkbox"/> Any document recommending policy / program to the LSB, based on the SIP	<b>Additional MOVs</b> <input type="checkbox"/> Proof of endorsement of the SGC Resolution to the SDS and transmittal to the LSB
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**FUNCTIONALITY INDICATOR 8**

Indicator Is Met:  Yes  No

**THE SGC HAS INVOLVED THE DIFFERENT SECTORS TO ENSURE INCLUSIVE REPRESENTATION OF STAKEHOLDERS IN THE COUNCIL.**

*A functional SGC has encouraged the participation of school stakeholders from all backgrounds or sectors to ensure inclusivity among members of the council.*

<b>Minimum MOVs</b> <input type="checkbox"/> SGC Resolution on involving various sectors	<b>Additional MOVs</b> <input type="checkbox"/> Official list of members with expanded membership (inclusive and diverse in terms of age, gender, religion, ethnicity, and political beliefs) <input type="checkbox"/> SGC Resolution on inclusiveness, diversity, equity, and accessibility
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**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 INDICATOR 1**

Indicator Is Met:  Yes  No

**THE SGC HAS PARTICIPATED IN SCHOOL GENERAL ASSEMBLIES, PTA CONFERENCES, STAKEHOLDER CONVERGENCE, SOSA, AND/OR OTHER STAKEHOLDER ENGAGEMENT ACTIVITIES AND INITIATIVES.**

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.

<b>Minimum MOVs</b> <input type="checkbox"/> SGC Report on the issues / concerns raised during school activities / events	<b>Additional MOVs</b> <input type="checkbox"/> Minutes of Meetings (SGC meetings) where issues / concerns are discussed <input type="checkbox"/> Photo documentation of school activities / events
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**FUNCTIONALITY INDICATOR 2**

Indicator Is Met:  Yes  No

**THE SGC HAS ORGANIZED DISCUSSIONS AND FORUMS THAT INVITE AND INSPIRE STAKEHOLDERS TO ENGAGE AND PARTICIPATE.**

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.

<b>Minimum MOVs</b> <input type="checkbox"/> Documentation of the organized / conducted program (at least 1) <input type="checkbox"/> Minutes of the meetings where issues / concerns are discussed	<b>Additional MOVs</b> <input type="checkbox"/> Documentation of the organized / conducted program (2 or more), following the SGC's Calendar of Events (as provided by CO) <input type="checkbox"/> Photo documentation of school activities / events
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Function 2: The SGC helps the school improve and sustain its feedback system by strengthening practices that promote stakeholders' participation.

**FUNCTIONALITY INDICATOR 3**

Indicator Is Met:  Yes  No

**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.

**Primary Sub-Indicator**

a. 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.

<b>Minimum MOVs</b> <input type="checkbox"/> SGC Resolution on access to information (school data and information) <input type="checkbox"/> SGC's Action Plan on promoting access to information	<b>Additional MOVs</b> <input type="checkbox"/> Advocacy plan on the school's use of the Transparency Board, SRC, and other reports to access school data <input type="checkbox"/> School Head's endorsement on the use of the Transparency Board, SRC, and other reports to access school data <input type="checkbox"/> Photo Documentation of the transparency / bulletin board
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**Other Sub-Indicator**

b. 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.

<b>Minimum MOVs</b> <input type="checkbox"/> SGC Resolution on the use of approved alternative communication platform/s	<b>Additional MOVs</b> <input type="checkbox"/> SGC's Alternative Communication Platform (with regular updates): • Online (Link/s): _____ • Offline (Copy of printed materials such as newsletters, posters, pamphlets, tarpaulin banners, etc.)
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**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 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 4**

Indicator Is Met:  Yes  No

**THE SGC HAS SUGGESTED WAYS OF IMPROVING THE QUALITY OF SIP, AIP, AND OTHER 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.*

<p><b>Minimum MOVs</b></p> <p><input type="checkbox"/> SGC Resolution on the recommendation on ways of improving the quality of SIP, AIP, and other DepEd programs, projects, and activities (at least 1)</p>	<p><b>Additional MOVs</b></p> <p><input type="checkbox"/> SGC Resolutions on the recommendations on ways of improving the quality of SIP, AIP, and other DepEd programs, projects, and activities (2 or more)</p>
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## MEANS OF VERIFICATION (MOV) TEMPLATES

### SCHOOL GOVERNANCE COUNCIL

#### NOTICE OF MEETING

**TO:** SGC MEMBERS

**FROM:** [NAME AND SIGNATURE OF CO-CHAIRPERSON]  
SGC Co-Chairperson  
[Region]  
[Division]  
[School Name]

[NAME AND SIGNATURE OF CO-CHAIRPERSON]  
SGC Co-Chairperson  
[Region]  
[Division]  
[School Name]

**SUBJECT:** [INSERT SUBJECT]

**DATE & TIME:** [INSERT DATE]

**VENUE:** [INSERT VENUE/MODE]

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**INTRODUCTION:**

*[Insert brief description of the purpose of the meeting]*

**AGENDA:**

The SGC of [SCHOOL NAME] invites its members for a meeting to discuss the following:

- Agenda #1
- Agenda #2
- Agenda #3
- Agendan #4

For inquiries, please contact [SECRETARY NAME] at (##) ###-#### or email at \_\_\_\_\_.

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[SCHOOL ADDRESS]  
[CONTACT DETAILS]





Republic of the Philippines  
Department of Education  
SCHOOL GOVERNANCE COUNCIL  
[REGION]  
[DIVISION]  
[SCHOOL]  
[ADDRESS]  
S/Y \_- \_

RESOLUTION NO. \_\_  
SERIES OF \_\_\_\_\_

A RESOLUTION ON \_\_\_\_\_ *[State the Subject]*

WHEREAS, \_\_\_\_\_ *[State the Subject]*

WHEREAS, \_\_\_\_\_ *[State the Subject]*

WHEREAS, \_\_\_\_\_ *[State the Subject]*

WHEREAS, \_\_\_\_\_ *[State the Subject]*

WHEREAS, \_\_\_\_\_ *[State the Subject]*

WHEREAS, \_\_\_\_\_ *[State the Subject]*

WHEREAS, \_\_\_\_\_ *[State the Subject]*

WHEREAS, \_\_\_\_\_ *[State the Subject]*

WHEREAS, \_\_\_\_\_ *[State the Subject]*

RESOLVED AS IT IS HEREBY RESOLVED THAT \_\_\_\_\_ *[State details]*

RESOLVED FURTHER THAT \_\_\_\_\_ *[State details]*

WE HEREBY CERTIFY TO THE CORRECTNESS OF THE FOREGOING RESOLUTION.

UNANIMOUSLY APPROVED; this [day] of [month], [year] at [name of school]

\_\_\_\_\_  
[OFFICE ADDRESS]  
[CONTACT DETAILS]  
[EMAIL ADDRESS]

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**Prepared by:**

*[Full name & signature, SGC Secretary]*

**Attested by:**

*[Full name & Signature of the following]:*

*[Voting Member, SGC and Rep Organization] [Voting Member, SGC and Rep Organization] [Voting Member, SGC and Rep Organization]*

*[Voting Member, SGC and Rep Organization] [Voting Member, SGC and Rep Organization] [Voting Member, SGC and Rep Organization]*

*[Voting Member, SGC and Rep Organization] [Voting Member, SGC and Rep Organization] [Voting Member, SGC and Rep Organization]*

*[Voting Member, SGC and Rep Organization] [Voting Member, SGC and Rep Organization] [Voting Member, SGC and Rep Organization]*

*[SGC Elected Co-Chairperson]*

*[SGC Designated Co-Chairperson]*

*[School Principal]*

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



Republic of the Philippines  
Department of Education

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

**SCHOOL GOVERNANCE COUNCIL  
TRANSMITTAL**

TO : [NAME OF RECIPIENT OFFICE HEAD]  
[POSITION]  
[OFFICE]

FROM : [NAME AND SIGNATURE OF SENDER OFFICE HEAD]  
[POSITION]  
[OFFICE]

SUBJECT : [INSERT SUBJECT]

DATE : [INSERT DATE]

**INTRODUCTION:**

*[Insert brief description of project/resolution/agreement facilitated through this transmittal letter]*

**TRANSMITTAL:**

In this regard, this is to submit the *[Document/Attachment Name Submitted]* (see *[Annex A\*]*).

*[Insert Document/Attachment Description]*

*\*make sure to attach the referred document as ANNEX to this transmittal letter*

Thank you!

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





Republika ng Pilipinas  
Department of Education

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

**SCHOOL GOVERNANCE COUNCIL**

**NOTICE OF MEETING**

**TO:** **SGC MEMBERS**

**FROM:** **[NAME AND SIGNATURE OF CO-CHAIRPERSON]**  
SGC Co-Chairperson  
*[Region]*  
*[Division]*  
*[School Name]*

**[NAME AND SIGNATURE OF CO-CHAIRPERSON]**  
SGC Co-Chairperson  
*[Region]*  
*[Division]*  
*[School Name]*

**SUBJECT:** **[INSERT SUBJECT]**

**DATE & TIME:** **[INSERT DATE]**

**VENUE:** **[INSERT VENUE/MODE]**

**INTRODUCTION:**

*[Insert brief description of the purpose of the meeting]*

**AGENDA:**

The SGC of **[SCHOOL NAME]** invites its members for a meeting to discuss the following:

- Agenda #1
- Agenda #2
- Agenda #3
- Agendan #4

For inquiries, please contact **[SECRETARY NAME]** at **(##) ###-####** or email at \_\_\_\_\_.

[SCHOOL ADDRESS]  
[CONTACT DETAILS]





Republic of the Philippines  
Department of Education

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

**SCHOOL GOVERNANCE COUNCIL  
MINUTES OF THE SGC MEETING**

Date & Time  
Venue

**A. ATTENDANCE** (See the attached separate Attendance Sheet with attendees' signature)

Present

	NAME	POSITION	ORGANIZATION (SGC and Representing Organization)
1.			
2.			
3.			
4.			
5.			

Absent

	NAME	POSITION	ORGANIZATION (SGC and Representing Organization)
6.			
7.			
8.			

9.		
10.		

**B. QUORUM**

*[Indicate percentage of present attendees and state if quorum is established]*

**C. DISCUSSION PROPER**

*[Insert Brief Introduction]*

AGENDA/TOPIC	DISCUSSION	AGREEMENTS/RESOLUTION (if any)
[Agenda 1]	<ul style="list-style-type: none"> <li>• [Discussion Point 1]</li> <li>• [Discussion Point 2]</li> <li>• [Discussion Point 3]</li> </ul>	<ul style="list-style-type: none"> <li>• [Agreement/Resolution]</li> <li>• [Agreement/Resolution]</li> <li>• [Agreement/Resolution]</li> </ul>
[Agenda 2]	<ul style="list-style-type: none"> <li>• [Discussion Point 1]</li> <li>• [Discussion Point 2]</li> <li>• [Discussion Point 3]</li> </ul>	<ul style="list-style-type: none"> <li>• [Agreement/Resolution]</li> <li>• [Agreement/Resolution]</li> <li>• [Agreement/Resolution]</li> </ul>
[Agenda 3]	<ul style="list-style-type: none"> <li>• [Discussion Point 1]</li> <li>• [Discussion Point 2]</li> <li>• [Discussion Point 3]</li> </ul>	<ul style="list-style-type: none"> <li>• [Agreement/Resolution]</li> <li>• [Agreement/Resolution]</li> <li>• [Agreement/Resolution]</li> </ul>
[Agenda 4]	<ul style="list-style-type: none"> <li>• [Discussion Point 1]</li> <li>• [Discussion Point 2]</li> <li>• [Discussion Point 3]</li> </ul>	<ul style="list-style-type: none"> <li>• [Agreement/Resolution]</li> <li>• [Agreement/Resolution]</li> <li>• [Agreement/Resolution]</li> </ul>
[Agenda 5]	<ul style="list-style-type: none"> <li>• [Discussion Point 1]</li> </ul>	<ul style="list-style-type: none"> <li>• [Agreement/Resolution]</li> <li>• [Agreement/Resolution]</li> </ul>

[OFFICE ADDRESS]  
[CONTACT DETAILS]

AGENDA/TOPIC	DISCUSSION	AGREEMENTS/RESOLUTION (if any)
	<ul style="list-style-type: none"> <li>• [Discussion Point 2]</li> <li>• [Discussion Point 3]</li> </ul>	<ul style="list-style-type: none"> <li>• [Agreement/Resolution]</li> </ul>
[Agenda 6]	<ul style="list-style-type: none"> <li>• Discussion Point 1]</li> <li>• [Discussion Point 2]</li> <li>• [Discussion Point 3]</li> </ul>	<ul style="list-style-type: none"> <li>• [Agreement/Resolution]</li> <li>• [Agreement/Resolution]</li> <li>• [Agreement/Resolution]</li> </ul>

**D. CLOSING:**

The meeting was adjourned at \_\_\_\_\_.

Prepared by: \_\_\_\_\_

\_\_\_\_\_  
*[insert full name & signature, SGC Secretary]*

Approved by: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 [OFFICE ADDRESS]  
 [CONTACT DETAILS]  
 [EMAIL ADDRESS]

[insert full name & signature, SGC Elected Co-Chairperson]

[insert full name & signature, SGC Designated Co-Chairperson]

### SCHOOL GOVERNANCE COUNCIL MEETING

### ATTENDANCE SHEET

Date & Time  
Venue

(Handwritten)

	NAME	POSITION	ORGANIZATION (SGC and Representing Organization)	SIGNATURE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

[OFFICE ADDRESS]  
[CONTACT DETAILS]  
[PHONE NUMBER]





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Prepared by:

insert full name & signature, SGC Secretary]

Approved by:

insert full name & signature, SGC Elected Co-Chairperson]

insert full name & signature, SGC Designated Co-Chairperson]

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



Republic of the Philippines  
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[REGION]  
[DIVISION]  
[SCHOOL]  
[ADDRESS]  
S/Y\_ \_ - \_

**SCHOOL GOVERNANCE COUNCIL**

**PROJECT CONCEPT NOTE**

PROJECT TITLE	
PROJECT SUPERVISOR	
ORGANIZATION	
START DATE	
END DATE	

**BACKGROUND:**

*[Insert exhaustive background stating the purpose of the project/ activity]*

**OBJECTIVE/S:**

The project aims to:

1. Obj1
2. Obj2
3. Obj3

**MAIN ACTIVITIES:**

The main activities to be conducted for this project are:

1. MA1
  - a. Specific activity
2. MA2
  - a. Specific activity
3. MA3
  - a. Specific activity

**EXPECTED ACCOMPLISHMENTS:**

The project aims to accomplish the following:

1. EA1
2. EA2
3. EA3

**INDICATORS OF ACHIEVEMENT:**

The following scenarios indicate achievement of the objectives:

1. IA1
2. IA2
3. IA3

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

**SDO SORSOGON DIVISION FIELD TECHNICAL ASSISTANCE TEAM**

JOSE L. DONCILLO, CESO V	<b>School Division Superintendent</b>	Chairperson
<b>CORE TEAM MEMBERS</b>		
WILFREDO J. GAVARRA	Assistant Schools Division Superintendent	Member
FLORENCIO P. BERMUNDO	Chief ES - SGOD	Member
GINA Q. TAROG	Chief ES - CID	Member
REX T. BARBIN	EPS - SGOD	Member
LEAH H. PERAN	SEPS-SMME	Member/ DFTAT Representative

**DFTAT Sub TEAMS**

<b>Team A (Bulan and Matnog)</b>	<b>Team B (Donsol, Pilar and Castilla)</b>	<b>Team C (Irosin, Juban, Casiguran and Magallanes)</b>	<b>Team D ( Bulusan, Barcelona, Gubat, Pto. Diaz &amp; Sta. Magdalena)</b>
<p><b>Team Leader:</b> Florencio P. Bermundo</p> <p><b>Members:</b> Assigned Monitoring EPSs Bernardino D. Estrada Ronald E. Esteves Alan J. Ordoñez PSDSs of the respective district</p>	<p><b>Team Leader:</b> Gina Q. Tarog</p> <p><b>Members:</b> Assigned Monitoring EPSs Dr. Belardo Hadap Roman Jebulan Maria Riza D.Dino PSDSs of the respective district</p>	<p><b>Team Leader:</b> Florencio P. Bermundo</p> <p><b>Members:</b> Rex T. Barbin Assigned Monitoring EPSs Esperanza G. Espigol Arnel E. Duka PSDSs of the respective district</p>	<p><b>Team Leader:</b> Gina Q. Tarog</p> <p><b>Members:</b> Assigned Monitoring EPSs Leah H. Peran Bernadette R. Bedis Eng. Ma. Albert Perez PSDSs of the respective district</p>

Note: The following shall join the Teams when TA needed requires their expertise:

- Legal Officer -Atty. Noel B. Evan
- ITO – John G. Hidea
- AOV – Jomar E. Enguerra
- HRMO – John Rey J. Perez
- Accountant – Paul Andy Deblois
- Supply Officer – Albert Perez
- Budget Officer -Valentina E. Hugo

**SCHEDULE OF CLUSTERED CONFERENCE ON SGC FUNCTIONALITY ASSESSMENT**

<b>Date</b>	<b>AM (8:30 – 11:00)</b>	<b>PM (1:30 – 4:00)</b>
<b>January 24, 2025</b>	<b>Cluster 1</b> a. All Secondary Schools Identified as Non Functional SGC in the National End-Line Survey b. Sta. Magdalena	<b>Cluster 2</b> a. Bulusan b. Gubat c. Magallanes
<b>January 25, 2025</b>	<b>Cluster 3</b> a. Prieto Diaz b. Matnog c. Irosin	<b>Cluster 4</b> a. Bulan b. Casiguran
<b>January 26, 2025</b>	<b>Cluster 5</b> a. Donsol b. Pilar	<b>Cluster 6</b> a. Castilla b. Juban c. Barcelona

For Reference of Secondary Schools

**Schools with Functional SGC based on National End-Line SY 2023-2024 Survey**

1. Castilla National High School
2. Buhang National High School
3. Rizal National High School
4. Milagrosa National High School
5. San Rafael National High School
6. Cumadcad National High School
7. Gubat National High School