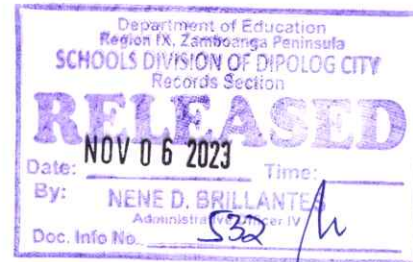




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



October 25, 2023

DIVISION MEMORANDUM

NO. S32, s. 2023

**WORK PLAN AND TIMELINE FOR THE VALIDATION OF
THE SGC FUNCTIONALITY ASSESSMENT TOOL**

TO: Assistant Schools Division Superintendent
Chief, Schools Governance and Operations Division
Chief, Curriculum and Implementation Division
All Public Schools District Supervisors
All Secondary School Principals
All Administrative Officers II
All Others Concerned

1. Pursuant to DepEd Order (DO) 26, s. 2022, and DM-OUHROD-2023-1399, this Division, through the SGOD, releases the work plan and schedule of the conduct of the technical assistance and validation of the School Governance Council (SGC) Functionality Assessment Tool for Secondary Schools.
2. The SDO composite team, as stipulated in Division Memo. 473, s. 2023, is tasked with the responsibility of monitoring, evaluating, and providing technical assistance to established SGCs. In alignment with this directive, the aforementioned composite team's objective is to equip SGC Chairpersons with the necessary tools and knowledge to conduct functionality assessments for the academic year 2023-2024.
3. The technical assistance/validation activity is scheduled to commence in **November 8, 2023**. Please refer to **Enclosure A** for the detailed Work Plan and Activity Timeline.
4. School heads are kindly urged to make arrangements for a suitable room where the evaluation can be conducted.
5. For any inquiries or further information on this matter, contact SEPS for SMME, Luisiano S. Murro Jr., via SMS at 0912 965 9018.
6. The widespread dissemination of this memorandum is highly encouraged.

MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent



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Enclosure A. DIVISION SGC COMPOSITE TEAM'S WORKPLAN & SCHEDULE FOR THE VALIDATION OF THE FUNCTIONALITY ASSESSMENT TOOL

WORK PLAN

I. RATIONALE

On June 17, 2022, the Department issued and released DepEd Order No. 26, s. 2022, titled "Implementing Guidelines on the Establishment of School Governance Council." This document outlines the procedures and processes for establishing School Governance Councils (SGCs) in all public elementary and secondary schools. Notably, the memorandum explicitly conveys, in item seven (Monitoring and Evaluation), that the Department, through the BHROD-School Effectiveness Division (SED), will evaluate and review the implementation of the SGC guidelines at various governance levels. Consequently, the SDO, under the purview of the Office of the Schools Governance and Operations Division (SGOD), is responsible for ensuring ongoing compliance with the SGC guidelines and policy. The technical assistance and validation activity for the SGC Functionality Assessment Tool stem from this mandate.

II. SCOPE

The Office of the Undersecretary, through the Human Resource and Organizational Development, has issued DM-OUHROD-2023-1399, which provides detailed instructions for the implementation of the SGC Functionality Assessment Tool for Secondary Schools. In compliance with this directive, the SDO-SGOD is committed to adhering to the specified timeline for data collection, validation, and report generation using the tool.

In line with this, the composite team from the SDO-SGOD will carry out the validation of the Measures of Verification (MOVs) outlined in the enclosures attached to DM-OUHROD-2023-1399 and compile reports based on the data collected.

III. COMPOSITE TEAM

The Dipolog SDO-SGOD composite team was formally established following the issuance of Division Memorandum 473, dated September 28, 2023. As outlined in the memorandum, the team's composition is as follows:

Chairperson:	Lourma I. Poculan CESO VI
Co-Chairperson:	Dr. Nur N. Hussien CES, SGOD
Members:	Dr. Ronillo S. Yarag EPSpvr, SGOD Luisiano S. Murro Jr. SEPS, SMME Neil Nonato F. Sebastian EPS II, SMME Marie Antoinette F. Nazareth PO III, P&R Crispo V. Gahisan SEPS, SMN Jesel B. Chiu EPS II, SMN
Secretariat:	Cielbert E. Dondoyano Jr. ADAS III, SGOD





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IV. ACTIVITY TIMELINE

The technical assistance and validation activities will adhere to the following schedule:

Date of TA/V Activity	Time and Schools
November 8, 2023	8:00 a.m. – AQUMATSHS 1:00 p.m. – Punta NHS
November 15, 2023	8:00 a.m. – ZNNHS 1:00 p.m. – Upper Dicayas IS
November 22, 2023	8:00 a.m. – Sinaman IS 1:00 p.m. – Tubod IS
January 10, 2023	8:00 a.m. – Pamansalan Eco-Tech HS 1:00 p.m. – Cogon NHS
January 17, 2023	8:00 a.m. – Galas NHS 1:00 p.m. – Dipolog City NHS
January 24, 2023	8:00 a.m. – Sta. Filomena IS 1:00 p.m. – Miputak NHS
January 31, 2023	8:00 a.m. – Sicayab NHS 1:00 p.m. – Gulayon IS

V. BREAKDOWN OF TASKS

The members of the composite team and the SGC are assigned the following tasks:

Tasks	Focal Person/s
Preparation of MOVs	All SGC members
Checking of MOVs	All members of the composite team except secretariat
Collection of findings	Composite team's Secretariat
PPT for the findings	Composite team's Secretariat
Discussion of findings/additional inputs	All members of the composite team, headed by the Co-Chairperson
SDO Documentation	Composite team's Secretariat
School Documentation	SGC Member
Minutes	SGC Secretary

VI. REFERENCES

School heads are advised to download all the enclosures and memoranda related to the SGC. Visit this link: http://bit.ly/SGCTool_Downloadables