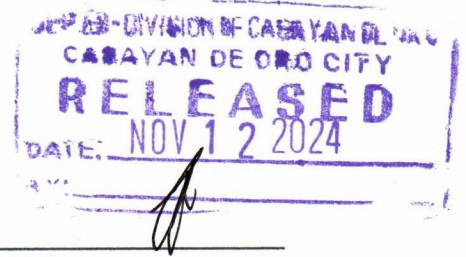




Republic of the Philippines
Department of Education

REGION X

DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

11 November 2024

DIVISION MEMORANDUM
NO. 893 S. 20124

TO: Public School District Supervisors
Secondary School Heads
Teaching Personnel
All Others Concerned

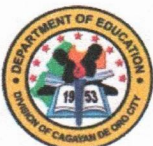
SGC ASSESSMENT AND MOVs SUBMISSION

1. Relative to the request of the Regional Office for submission of SGC MOVs, all **Public Secondary and Integrated Schools** are hereby directed to submit a hard copy of the documents for the SGC Assessment and submission on or before **November 15, 2024**.
2. Please see attached SGC Functionality Assessment MOVs Checklist for guidance.
3. The MOVs must be placed in a blue expandable folder with proper tabbing and name of the school in the cover page.
4. In adherence to Equal Opportunity (EOP), inclusive and fair treatment regardless of age, gender and sexual orientation, disability, religion, and ethnicity.
5. Immediate dissemination is desired.

ROY ANGELO E. GAZO
Schools Division Superintendent

[Handwritten mark]

[Handwritten signature]



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph



Republic of the Philippines
Department of Education

REGION X

DIVISION OF CAGAYAN DE ORO CITY

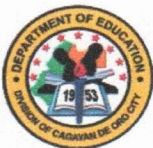
Office of the Schools Division Superintendent

Encl.: As stated

To be indicated in the Perpetual Index
under the following subjects:

SBM PRE-ASSESSMENT & MOVs SUBMISSION

APAR/ DM-SGC
November 11, 2024



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City

Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)

Email Address: cagayandeorocity@deped.gov.ph



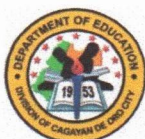
Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

SGC FUNCTIONALITY ASSESSMENT MOVs CHECKLIST

Functionality Indicators	SGC MOVs	Validated (/)	Accepted Yes/No
F1	a Notice of Meeting		
	b Certificate of Membership/Induction Certificates (7 to 15 voting members) or		
	b SGC Resolution on the Official List of Voting Members (7-10)		
	c Operative Organizational Chart		
F2	a Minutes of Meeting with SPT on SIP/AIP (at least 1 meeting)		
	a SGC's Quarterly Progress Report		
	b SGC resolution on passing recommendations to the SH regarding concerns, policies, programs and interventions raised by stakeholders		
	c Minutes of Meeting on upholding the rights of the child with CPU, CPC or other similar Deped organization		
F3	a SGC Resolution on applicable recommendation, signed by all voting members		
	b Minutes of meeting mentioning the agenda which include PAPs aligned in SIP and AIP		
	c Minutes of meetings specifying quorum (50 + 1)		
	d Minutes of meeting (at least 1 out of 4 regular meetings)		
F4	a Minutes of Meeting with stakeholders on PAPs (at least 1 meeting)		
	b Any document reporting the discussion for the meeting attended -school organization		
	c Minutes of meeting the SGC has met and discussed with school stakeholders its role as oversight on school planning and resource use.		
F5	a Copy of the communication/transmittal letter to the SH reflecting the direction of SGC		
F6	a Minutes of meeting with stakeholders on stakeholders -initiated programs and activities		
	a Concept note/ Project brief		
	b Report on assessment /monitoring and evaluation of stakeholder-initiated program or activity		
	c SGC resolution on the referral of the identified potential partner		
F7	a SGC resolution recommending the SIP to LSB		
	a or any document recommending policy/program to the LSB based on the SIP		
F8	a SGC resolution on involving various sectors ensuring inclusive representation of stakeholders in the council		
FM9	a SGC report on the issues/concerns raised during school activities/events		
FM10	a Documentation of the organized/conducted program		
	a Minutes of Meeting where issues/concerns are discussed		
FM11	a SGC resolution on access to information (school data & information)		
	a SGC Action Plan on promoting access of information		
	b SGC resolution on the use of approved alternative communication platform		
FM12	a SGC resolution on the recommendation on ways of improving quality of SIP, AIP and other PAPs		



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph