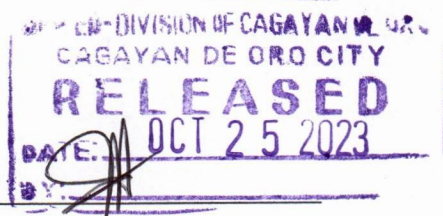




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

October 23, 2023

DIVISION MEMORANDUM

No. 564 s. 2023

SCHOOL GOVERNANCE COUNCIL (SGC) FUNCTIONALITY PRE-ASSESSMENT
ACTIVITIES FOR SECONDARY SCHOOLS

TO: Asst. Schools Division Superintendent
Chief Education Program Supervisor – SGOD
Chief Education Program Supervisor – CTD
Public Schools District Supervisors
Public Secondary School Heads
SGC Division Composite Team

1. In view of the timelines stipulated in DepEd Memorandum DM-OUHROD-2023-1399 entitled Roll-Out of the School Governance Council (SGC) Functionality Assessment Tool for Secondary Schools, all concerned public secondary school heads are hereby informed of the division schedule for pre-assessment:

SCHEDULE	TARGET SCHOOLS	ACTIVITY
October 24, 2023	BATCH 1 Indahag NHS East Gusa NHS Bulua NHS Tignapoloan NHS Mambuaya NHS Dansolihon NHS Cadayonan IS Bayanga NHS CDONHS SHS Macasandig NHS	Pre-Assessment of MOVs and provision of TA
October 25, 2023	Identified schools from Batch 1 with at least 10 functionality indicators	Online assessment and uploading of MOVs
November 7, 2023	BATCH 2 Balongkot IS Pigsag-an NHS Midkiwan IS Taglimao NHS Iponan NHS Lumbia NHS	Pre-assessment of MOVs and provision of TA



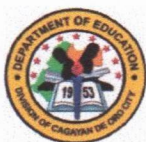
Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph



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DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

	Balubal NHS Angeles NHS Tumpagon NHS Gusa FS Catanico NHS	
November 8, 2023	Identified schools with at least 10 functionality indicators	Online assessment and uploading of MOVs
December 5, 2023	BATCH 3 Camaman-an NHS CDONHS JHS Macabalan NHS Bayabas NHS Lapasan NHS Bugo NHS Tagpangi NHS Bulua NHS Patag Annex Puntod NHS Tuburan NHS	Pre-Assessment of MOVs
December 6, 2023	Identified schools with at least 10 functionality indicators	Online assessment and uploading of MOVs
January 16, 2024	BATCH 4 Gusa RSHS Puerto NHS Magayad IS Carmen NHS Iba IS Cugman NHS Bonbon NHS Kauswagan NHS San Simon NHS PN ROA SR HS	Pre-Assessment of MOVs and provision of TA
January 17, 2024	Identified schools with at least 10 functionality indicators	Online assessment and uploading of MOVs
February 6, 2024	BATCH 5 Pagalungan NHS Palalan IS Baikington NHS Tablon NHS Man-ai IS Pagatpat NHS Agusan NHS	Pre-Assessment of MOVs and provision of TA



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Office of the Schools Division Superintendent

	Canitoan NHS Balulang NHS Besigan NHS Dungguan IS	
February 7, 2024	Identified schools with at least 10 functionality indicators	Online assessment and uploading of MOVs

2. The target secondary schools shall do the following activities for the SGC functionality **pre-assessment**:

- Scan** accomplished SGC assessment tool and MOVs **in pdf format**.
- Save** in 1 folder labeled with the name of the school
- Upload** the folder through the repository link on or before the indicated timelines assigned to their school:

bit.ly/2023SGCPRE

3. Acceptable MOVs are those from July 2022 to the present school year. Standard format for documentation of the SGC activities shall be used with sample templates attached herewith.

4. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all concerned regardless of age, gender, sexual orientation, disability, religion and ethnicity.

5. Immediate and widest dissemination of this memorandum is enjoined.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: As indicated

Reference: None

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

SGC FUNCTIONALITY ASSESSMENT TOOL

ECHR/SGC
October 23, 2023



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



Republika ng Pilipinas
Department of Education

[REGION]
[DIVISION]
[SCHOOL]
[ADDRESS]
S/Y__-__

SCHOOL GOVERNANCE COUNCIL

NOTICE OF MEETING

TO: **SGC MEMBERS**

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

[NAME 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 _____.



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 Attendance Sheet)*

Present

	NAME	POSITION	ORGANIZATION
1.			
2.			
3.			
4.			
5.			

Absent

	NAME	POSITION	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]	• [Discussion Point 1] • [Discussion Point 2] • [Discussion Point 3]	• [Agreement/Resolution] • [Agreement/Resolution] • [Agreement/Resolution]
[Agenda 2]	• Discussion Point 1] • [Discussion Point 2] • [Discussion Point 3]	• [Agreement/Resolution] • [Agreement/Resolution] • [Agreement/Resolution]
[Agenda 3]	• Discussion Point 1] • [Discussion Point 2] • [Discussion Point 3]	• [Agreement/Resolution] • [Agreement/Resolution] • [Agreement/Resolution]
[Agenda 4]	• Discussion Point 1] • [Discussion Point 2] • [Discussion Point 3]	• [Agreement/Resolution] • [Agreement/Resolution] • [Agreement/Resolution]
[Agenda 5]	• Discussion Point 1] • [Discussion Point 2] • [Discussion Point 3]	• [Agreement/Resolution] • [Agreement/Resolution] • [Agreement/Resolution]
[Agenda 6]	• Discussion Point 1] • [Discussion Point 2] • [Discussion Point 3]	• [Agreement/Resolution] • [Agreement/Resolution] • [Agreement/Resolution]
[Agenda 7]	• Discussion Point 1] • [Discussion Point 2]	• [Agreement/Resolution] • [Agreement/Resolution]

AGENDA/TOPIC	DISCUSSION	AGREEMENTS/RESOLUTION (if any)
	• [Discussion Point 3]	• [Agreement/Resolution]

D. CLOSING:

The meeting was adjourned at _____.

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]



Republic of the Philippines
Department of Education
SCHOOL GOVERNANCE COUNCIL

[REGION]
[DIVISION]
[SCHOOL]
[ADDRESS]
S/Y__-__

Excerpt from the _____ [State document if necessary]

Present Attendees: _____ [State Attendees full name and organization]

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]

Prepared by:

[Full name & signature, SGC Secretary]

Attested by:

[Full name & Signature of the following]:

[Voting Member, Organization] [Voting Member, Organization] [Voting Member, Organization]

[Voting Member, Organization] [Voting Member, Organization] [Voting Member, Organization]

[Voting Member, Organization] [Voting Member, Organization] [Voting Member, Organization]

[Voting Member, Organization] [Voting Member, Organization] [Voting Member, Organization]

[SGC Elected Co-Chairperson]

[SGC Designated Co-Chairperson]

[School Principal]

[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 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]



Republic of the Philippines
Department of Education

[REGION]

[DIVISION]

[SCHOOL]

[ADDRESS]

S/Y__-__

**SCHOOL GOVERNANCE COUNCIL
OFFICIAL LIST OF MEMBERS**

Full Name	Position	Organization
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]

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]



Republika ng Pilipinas
Department of Education

[REGION]

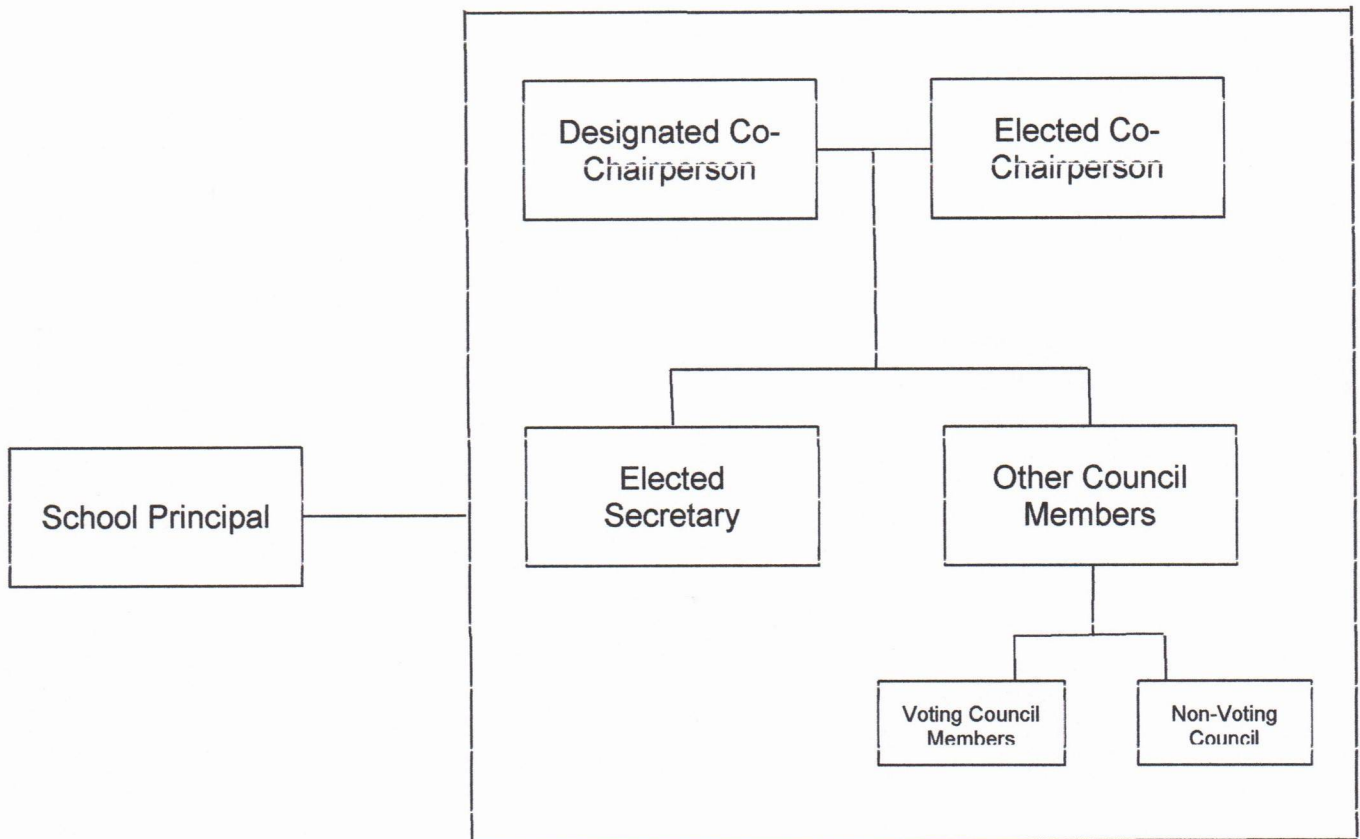
[DIVISION]

[SCHOOL]

[ADDRESS]

S/Y _ _

**SCHOOL GOVERNANCE COUNCIL
ORGANIZATIONAL STRUCTURE**



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

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]



Republic of the Philippines
Department of Education

[REGION]
[DIVISION]
[SCHOOL]
[ADDRESS]
S/Y__-__

SCHOOL GOVERNANCE COUNCIL

ACTION PLAN

S/Y__-__

AREAS OF CONCERN	PRIORITIZED NEEDS	OBJECTIVE	ACTIVITIES	EXPECTED OUTPUTS	TIME FRAME	RESOURCES	
						Persons Involved	Materials

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

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]



Republic of the Philippines
Department of Education

[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

BUDGETARY REQUIREMENTS:

ITEM	QUANTITY	UNIT PRICE	TOTAL	GRAND TOTAL

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]



Republika ng Pilipinas
Department of Education

[REGION]
[DIVISION]
[SCHOOL]
[ADDRESS]
S/Y__-__

**SCHOOL GOVERNANCE COUNCIL
DOCUMENTATION**

[INSERT PROJECT TITLE]

OVERVIEW:

[Insert project overview, including the date, venue, attendees, & leading organization]

OBJECTIVE/S:

The project aims to:

1. Obj1
2. Obj2
3. Obj3
4. Obj4

ACTIVITIES CONDUCTED:

[Insert description of the activities conducted *with photo documentation*]

[INSERT PHOTO DOCUMENTATION/S]

[Activity, Location, Persons Involved]

CURRENT STATUS:

[Insert description of the status quo *with or without photo documentation*]

ACCOMPLISHMENTS/ISSUES/ CONCERNS:

[Insert description of accomplishments/Issues/ Concerns *with photo documentation*]

[INSERT PHOTO DOCUMENTATION/S]

[Short Description]

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]

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



Republic of the Philippines
Department of Education

[REGION]
[DIVISION]
[SCHOOL]
[ADDRESS]
S/Y__-__

SCHOOL GOVERNANCE COUNCIL
MONITORING AND EVALUATION REPORT

Quarter ____

Program/ Activity	Objectives/Target	Date of Monitoring	Accomplishment	% of Accomplishment	Accomplishment Status (Complete, Partial, Ongoing, Pending)	Issues/ Concerns	Recommendations / Action Points

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

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]



Republika ng Pilipinas
Department of Education

[REGION]
[DIVISION]
[SCHOOL]
[ADDRESS]
S/Y__-__

**SCHOOL GOVERNANCE COUNCIL
QUARTERLY PROGRESS REPORT**

First Quarter

Program/ Activity	Objectives	Accomplishment	% of Accomplishment	Accomplishment Status (Accomplished, Ongoing, Pending)	Date Accomplished

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

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]



Republic of the Philippines

Department of Education

[Region]

[Division]

[Name of School]

[Address]

S/Y__-__

Certificate of Membership

This certifies that

is the [position] of the [Name of School School Governance Council] for the S/Y__-__.

Given this [day] of [month] 20__ at [name of school]

[Name and Signature, School Principal]

[School Name]



Republic of the Philippines

Department of Education

[Region]

[Division]

[Name of School]

[Address]

S/Y__-__

awards this

Certificate of Participation

to

for his/her active participation during the

[INSERT EVENT TITLE]

Given on the [DAY] of [MONTH] [YEAR] at [LOCATION]

[SGC CO-CHAIRPERSON]

*Elected Co-Chairperson
School Governance Council
[School Name]*

[School Principal]

*School Principal
[School Name]*

[SGC CO-CHAIRPERSON]

*Designated Co-Chairperson
School Governance Council
[School Name]*

SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools

Enclosure No. 1 to DM-OUHROD-2022-_____

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.

SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools

SCHOOL PROFILE

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

SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools

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.

Minimum MOVs

☐ Notice of meeting (at least 1 of 4 Regular Meetings)

Additional MOVs

☐ Notices of meetings (2 to 4 Regular Meetings)

Other Sub-Indicator

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

Minimum MOVs

☐ Membership / Induction Certificates (7 to 15 voting members) **or**
☐ SGC Resolution on the Official List of 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)

Other Sub-Indicator

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

Minimum MOVs

☐ Draft / Operative Organizational Chart; **or**
☐ SGC's Quarterly Progress Reports

Additional MOVs

☐ Approved / Adopted Organizational Chart
☐ SGC's Quarterly Progress Reports

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.

Minimum MOVs

☐ Minutes of Meeting with SPT on SIP / AIP (at least 1 meeting)
☐ SGC's Quarterly Progress Report

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 Resolutions on the recommendations
☐ SGC's Quarterly Progress Report

Other Sub-Indicator

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

Minimum MOVs

☐ SGC Resolution on the recommendation (at least 1)

Additional MOVs

☐ Membership SGC Resolutions on the recommendations (2 or more)
☐ SGC's Quarterly Progress Report

SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools

Other Sub-Indicator

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

Minimum MOVs

- ☐ Minutes of Meeting with CPU, CPC, or other similar DepEd organizations (at least 1 meeting)

Additional MOVs

- ☐ Minutes of Meetings with CPU, CPC, or other similar DepEd organizations (2 or more meetings)
☐ SGC Resolution/s on promoting the rights of the child (at least 1 resolution)

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.

Minimum MOVs

- ☐ SGC Resolution on applicable recommendation (at least 1)

Additional MOVs

- ☐ SGC Resolutions on applicable recommendations (2 or more)
☐ SGC's Action Plan

Other Sub-Indicator

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

Minimum MOVs

- ☐ Minutes of Meeting mentioning meeting agenda (at least 1 meeting)

Additional MOVs

- ☐ Minutes of Meetings mentioning meeting agenda (2 or more meetings)

Other Sub-Indicator

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

Minimum MOVs

- ☐ Minutes of Meetings specifying required quorum (at least 1 out of 4 Regular Meetings)

Additional MOVs

- ☐ Minutes of Meetings specifying required quorum (2 - 4 Regular Meetings)

Other Sub-Indicator

d. Regular meetings have minutes.

Minimum MOVs

- ☐ Minutes of Meeting (at least 1 out of 4 Regular Meetings)

Additional MOVs

- ☐ Minutes of Meetings (2 - 4 Regular Meetings)

SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools

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.

Minimum MOVs	Additional MOVs
☐ Minutes of Meeting with stakeholders on programs, projects, and activities (at least 1 meeting)	☐ Minutes of Meetings with stakeholders on programs, projects, and activities (2 or more meetings)
	☐ SGC's Action Plan
	☐ SGC Resolution on applicable recommendation (at least 1)

Other Sub-Indicator

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

Minimum MOVs	Additional MOVs
☐ Any document reporting the discussion from the meeting attended (at least 1 meeting) or	☐ Any documents reporting the discussion from the meeting attended (2 or more meetings) or
☐ SGC's Quarterly Progress Report (Indicate Page/s: _____)	☐ Copy of the Minutes of Meetings from school committees and organizations

Other Sub-Indicator

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

Minimum MOVs	Additional MOVs
☐ Minutes of Meetings with different school stakeholders (at least 1 meeting)	☐ Minutes of Meetings with different school stakeholders (2 or more meetings)
	☐ SGC Resolution on applicable recommendation (at least 1)

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.

Minimum MOVs	Additional MOVs
☐ Copy of the communication / transmittal letter to the School Head reflecting the direction of the SGC	☐ 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

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.

Minimum MOVs	Additional MOVs
☐ Minutes of Meeting with stakeholders on stakeholder-initiated programs and activities (at least 1 meeting)	☐ Concept note / Project brief, or similar document (2 or more)
☐ Concept note / Project brief, or similar document (at least 1)	☐ Copy of the project proposal on stakeholder-initiated programs and activities
	☐ SIP, AIP, SRC, and SMEA (specify the page in the reports)

Other Sub-Indicator

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

Minimum MOVs	Additional MOVs
☐ Report on the assessment / monitoring and evaluation of stakeholder-initiated program and/or activity (at least 1 program / activity)	☐ 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

Other Sub-Indicator

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

Minimum MOVs	Additional MOVs
☐ SGC resolution on the referral of the identified potential partner (at least 1)	☐ SGC resolution on the referral of the identified potential partner (at least 1 partner)
	☐ Copy of the MOA, DOD, DOA, etc., reflecting the name/s of the referred partner/s (at least 1 partner)

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.

Minimum MOVs	Additional MOVs
☐ SGC Resolution recommending the SIP to LSB; or	☐ Proof of endorsement of the SGC Resolution to the SDS and transmittal to the LSB
☐ Any document recommending policy / program to the LSB, based on the SIP	

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.

Minimum MOVs	Additional MOVs
☐ SGC Resolution on involving various sectors	☐ 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

SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools

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.

Minimum MOVs	Additional MOVs
☐ SGC Report on the issues / concerns raised during school activities / events	☐ Minutes of Meetings (SGC meetings) where issues / concerns are discussed
	☐ Photo documentation of school activities / events

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.

Minimum MOVs	Additional MOVs
☐ Documentation of the organized / conducted program (at least 1)	☐ Documentation of the organized / conducted program (2 or more), following the SGC's Calendar of Events (as provided by CO)
☐ Minutes of the meetings where issues / concerns are discussed	☐ Photo documentation of school activities / events

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.

Minimum MOVs	Additional MOVs
☐ SGC Resolution on access to information (school data and information)	☐ Advocacy plan on the school's use of the Transparency Board, SRC, and other reports to access school data
☐ SGC's Action Plan on promoting access to information	☐ School Head's endorsement on the use of the Transparency Board, SRC, and other reports to access school data
	☐ Photo Documentation of the transparency / bulletin board

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.

Minimum MOVs	Additional MOVs
☐ SGC Resolution on the use of approved alternative communication platform/s	☐ SGC's Alternative Communication Platform (with regular updates): • Online (Link/s): _____ • Offline (Copy of printed materials such as newsletters, posters, pamphlets, tarpaulin banners, etc.)

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.

SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools

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.

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)