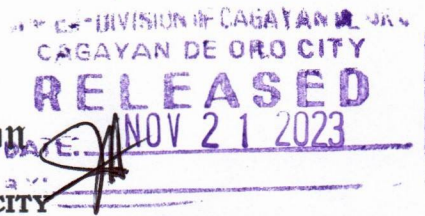




Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

November 20, 2023

DIVISION MEMORANDUM

No. 619 s. 2023

SUBMISSION OF MEANS OF VERIFICATION (MOV)s DOCUMENTS FOR THE
SCHOOL GOVERNANCE COUNCIL (SGC) FUNCTIONALITY PRE-ASSESSMENT

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

1. In line with the activities for the SGC Functionality Pre-Assessment, the concerned school heads of the following schools are hereby requested to submit in hardcopy their school's MOVs. **Only the MOVs from SY 2022-2023 to present shall be considered. The prescribed format/template shall be required in the corresponding indicators.**

BATCH 1	Indahag NHS Bulua NHS Mambuaya NHS CDONHS SHS	East Gusa NHS Tignapoloan NHS Cadayonan IS
BATCH 2	Balongkot IS Midkiwan IS Iponan NHS Balubal NHS Tumpagon NHS	Pigsag-an NHS Taglimao NHS Lumbia NHS Angeles NHS Gusa FS Catanico NHS

2. Instead of the virtual presentation stated in Division Memo No. 576 s.2023, verification and evaluation shall be done by the SGC Composite Team using the hard copies of the prescribed MOVs per indicator. The same checklist shall be used to assess the documents and recommend actions for further improvement or compliance to the standards, if any.

3. **Deadline for the submission of the documents shall be on or before November 22, 2023.**

4. The M&E specialists may be contacted for further queries and concerns.



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5. 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.
6. 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 PRE-ASSESSMENT

ECHR/DM-SGC Functionality Pre-Assessment
November 20, 2023



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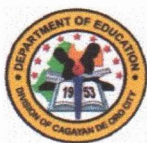
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SGC FUNCTIONALITY ASSESSMENT MOVs CHECKLIST

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		



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