



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2022- 041

To : **All Public Secondary School Heads**
Cherrie Anne B. Bohol- EPS, SGOD

Subject : ATTENDANCE TO VIRTUAL ORIENTATION ON THE INITIAL ROLL-
OUT OF THE SCHOOL GOVERNANCE FUNCTIONALITY
ASSESSMENT TOOL FOR SECONDARY SCHOOLS

Date : October 6, 2022

Pursuant to DM-HROD-2022-0090 **Initial Roll-out of the SGC Functionality Assessment Tool for Secondary Schools**, the Schools Division of Digos City shall conduct an Online Orientation on October 10, 2022 (Monday) at 1:30-4:00 PM via google meet to assist the schools in accomplishing the tool.

All secondary school heads are hereby instructed to attend the above-mentioned activity through this link meet.google.com/wht-ufxf-iaq.

EPS Cherrie Anne B. Bohol, who attended the Online Orientation conducted by the Central Office on October 5, 2022, shall facilitate the orientation in this Division.

For information, guidance and compliance.

CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
22-92044
DATE: OCT 11 2022 TIME: 3:57pm
BY:

Enclosed: As stated.
SGOD/cab



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES,
TEACHER EDUCATION COUNCIL SECRETARIAT, AND
DEPED EMPLOYEES' ASSOCIATIONS COORDINATING OFFICE

MEMORANDUM
DM-OUHROD-2022- 0090

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM :  **GLORIA JUMAMIL-MERCADO**
*Undersecretary for Human Resource and Organizational Development,
National Educators Academy of the Philippines,
Teacher Education Council Secretariat, and
DepEd Employees' Associations Coordinating Office*

SUBJECT : **INITIAL ROLL-OUT OF THE SCHOOL GOVERNANCE COUNCIL**
(SGC) FUNCTIONALITY ASSESSMENT TOOL FOR SECONDARY
SCHOOLS

DATE : 22 September 2022

The *Implementing Guidelines on the Establishment of School Governance Council* or **DepEd Order 26, s. 2022** mandates all public schools to establish their respective SGCs to strengthen the role of school stakeholders as partners in providing learners accessible and quality education, upholding children's rights, and promoting respect and well-being in the learning environment to ensure effective education service delivery.

The SGC shall function as a structure for shared governance and a feedback mechanism at the school level. It shall serve as an overarching consultative and coordinating body for all committees, associations, and organizations in schools.

To support the implementation of the policy, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) has developed a tool that will assess SGC's functionality using the indicators provided in the mentioned policy. The data gathered shall be used as baseline information in identifying priority of areas that may need support and assistance from the different governance levels.

The **SGC Functionality Assessment Tool** consists of the following components:

- **SGC's Main Purposes:**
 1. To provide structure for shared governance
 2. To provide a feedback mechanism
- **SGC Functionality Indicators:**

Functionality indicators that are anchored on the main purpose of the SGC and can be found in Section VII of DO 26, s. 2022
- **SGC Functionality Sub-indicators**

The specific activities that shall enable the achievement of their corresponding functionality indicator

In view of the foregoing, the following enclosed documents are issued for guidance and reference:

- Enclosure No. 1 -** SGC Functionality Assessment Tool (for reference)
- Enclosure No. 2 -** Process Flow of the Data Collection and Report Generation of the SGC Functionality Assessment Tool
- Enclosure No. 3 -** SDO Summary of Validated Data
- Enclosure No. 4 -** RO Summary of Validated Data
- Enclosure No. 5 -** Schedule of the Roll-Out and Data Collection and Report Generation of the Tool and School Visit and Data Validation

For School Year 2022-2023, the **SGC Functionality Tool shall be rolled-out to public secondary schools only**. Public Elementary Schools may use the tool for self-assessment in preparation for the roll-out next school year but are **NOT REQUIRED** to accomplish the tool via Google Forms.

For queries and concerns, kindly contact **Ms. Marian Efondo** of **BHROD-SED** through email at **bhrod.sed@deped.gov.ph**.

For dissemination and appropriate action.

[BHROD-SED/ Efondo]

SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools

Enclosure No. 1 to DM-OUHROD-2022- 0090

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 BHROD-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 ☐ Minutes of Meeting with stakeholders on programs, projects, and activities (at least 1 meeting)	Additional MOVs ☐ 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 ☐ Any document reporting the discussion from the meeting attended (at least 1 meeting) or ☐ SGC's Quarterly Progress Report (Indicate Page/s: _____)	Additional MOVs ☐ Any documents reporting the discussion from the meeting attended (2 or more meetings) or ☐ 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 ☐ Minutes of Meetings with different school stakeholders (at least 1 meeting)	Additional MOVs ☐ 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 ☐ Copy of the communication / transmittal letter to the School Head reflecting the direction of the SGC	Additional MOVs ☐ 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 ☐ Minutes of Meeting with stakeholders on stakeholder-initiated programs and activities (at least 1 meeting) ☐ Concept note / Project brief, or similar document (at least 1)	Additional MOVs ☐ Concept note / Project brief, or similar document (2 or more) ☐ 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 ☐ Report on the assessment / monitoring and evaluation of stakeholder-initiated program and/or activity (at least 1 program / activity)	Additional MOVs ☐ 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 ☐ SGC resolution on the referral of the identified potential partner (at least 1)	Additional MOVs ☐ 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 ☐ SGC Resolution recommending the SIP to LSB; or ☐ Any document recommending policy / program to the LSB, based on the SIP	Additional MOVs ☐ Proof of endorsement of the SGC Resolution to the SDS and transmittal to the LSB
--	--

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 ☐ SGC Resolution on involving various sectors	Additional MOVs ☐ 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, assist in 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)

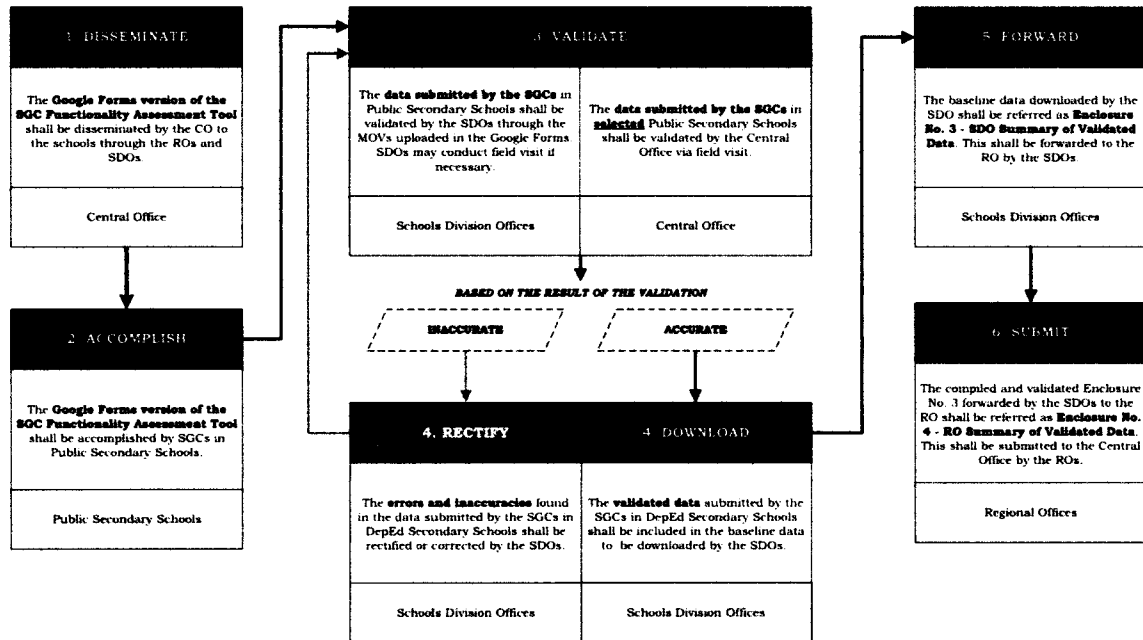
Additional MOVs

- ☐ SGC Resolutions on the recommendations on ways of improving the quality of SIP, AIP, and other DepEd programs, projects, and activities (2 or more)

PROCESS FLOW OF THE DATA COLLECTION AND REPORT GENERATION OF THE SGC FUNCTIONALITY ASSESSMENT TOOL

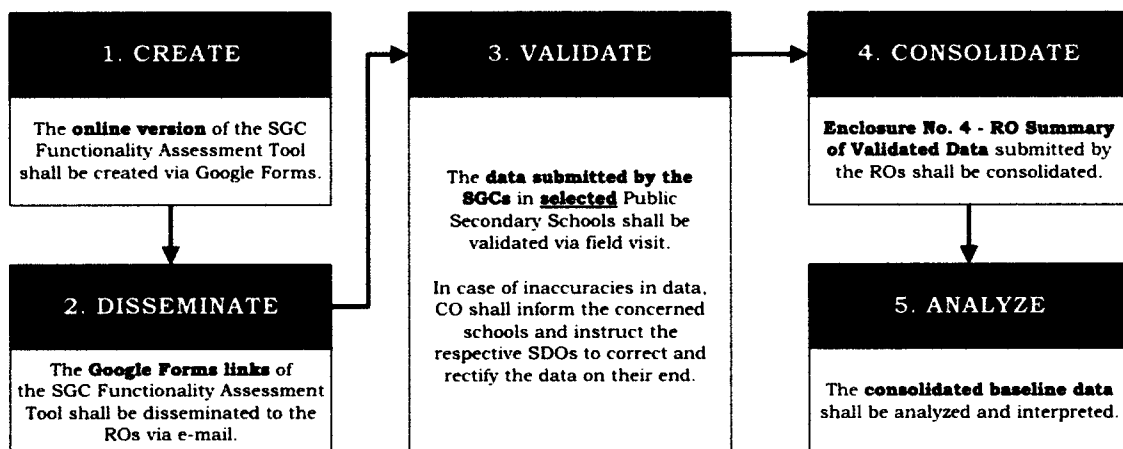
To ensure smooth implementation of the tool, procedures on the **Data Collection** and **Report Generation** are stated below.

GENERAL PROCESS FLOW



The General Process flow above shall be brokendown per Governance Level to better guide the Central Office (CO), Regional Offices (RO), Schools Division Offices (SDO), and schools of their roles and responsibilities regarding the accomplishment of the SGC Functionality Assessment Tool.

Central Office

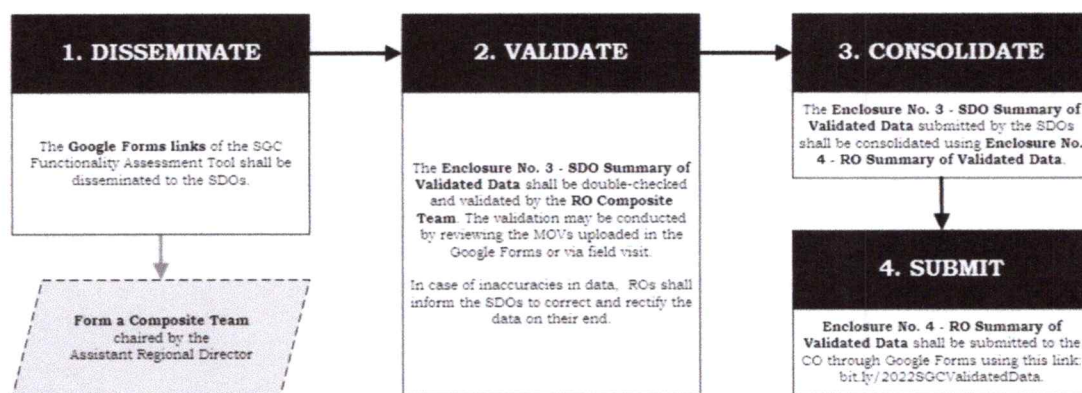


The Central Office shall create the Google Forms version of the SGC Functionality Assessment Tool and shall disseminate the link to the ROs through e-mail.

The CO shall validate the data submitted by the SGCs in select Public Secondary Schools a week after the initial roll-out of the tool. The field visit in select schools intends to check and ensure the validity of the Means of Verifications (MOVs) submitted by the SGCs. In case of inaccuracies found in the submission, the CO shall inform the concerned schools and instruct the respective SDOs to correct and rectify the data on their end.

The CO shall consolidate and analyze the validated data submitted by the ROs using Enclosure No. 4 – RO Summary of Validated Data. This shall be used as reference in identifying strategies and interventions to further strengthen the implementation of the policy.

Regional Office



The RO shall share the link of the **Google Forms version of the SGC Functionality Assessment Tool** with their respective SDOs.

The RO shall create a **composite team** who shall validate the data and verify the results submitted by the SDOs using Enclosure No. 3 – SDO Summary of Validated Data. The team shall be composed of the following:

Chair	Assistant Regional Director
Members	3-5 members including the Regional School-Based Management Coordinator

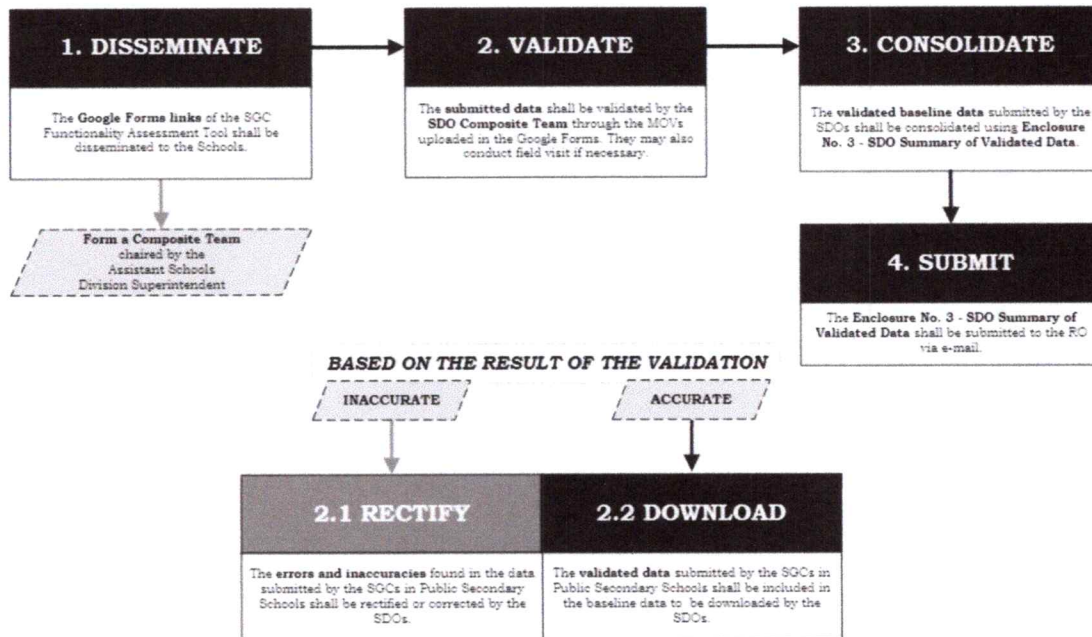
If deemed necessary, ROs may add member/s to the composite team.

The RO Composite Team shall double check and validate the data in Enclosure No. 3 – SDO Summary of Validated Data submitted by the SDOs. They may also conduct a field visit if necessary. In case of inaccuracies found in the submission, the RO shall inform the respective SDOs to correct and rectify the data on their end.

The RO shall consolidate all Enclosure No. 3 – SDO Summary of Validated Data submitted by the SDOs using Enclosure No. 4 - SDO Summary of Validated Data.

Upon RO's validation, the RO shall upload Enclosure No. 4 to this link:
bit.ly/2022SGCValidatedData

Schools Division Office



The SDOs shall inform the schools to accomplish the **SGC Functionality Assessment Tool** using the Google Forms link provided.

The SDOs shall create a **composite team** who shall validate and verify the data submitted by the SGCs. The team shall be composed of the following:

Chair	Assistant Schools Division Superintendent
Members	3-5 members including the SDO School-Based Management Coordinator

If deemed necessary, SDOs may add member/s to the composite team.

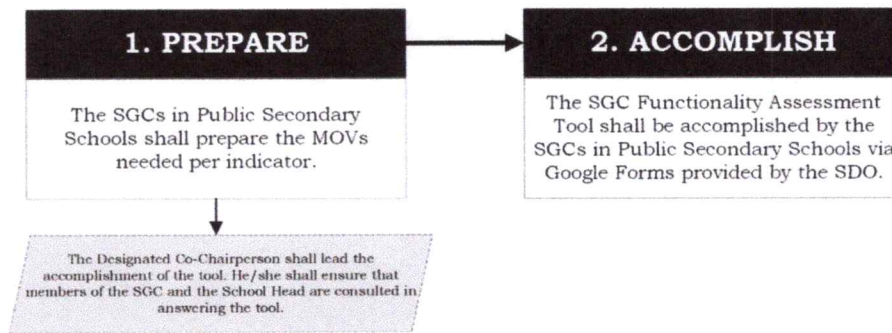
The SDO Composite Team shall have access to the responses (backend data) of their respective Google Forms. They shall validate the accuracy of data submitted by the schools via Google Forms through checking of the Means of Verifications (MOV). They may conduct a field visit if necessary.

In the event where they find issues on the data submitted by the SGCs, *i.e., unmet indicators that were identified as met, indicators identified as met but did not submit the appropriate MOV*, the SDO shall inform the school and rectify the data.

In case the schools submit multiple responses, the SDOs shall consider the latest response as reference for the data validation to be conducted by the SDO Composite Team.

Upon validation, the SDO shall submit Enclosure No. 3 – SDO Summary of Validated Data to the RO via e-mail.

Schools



All SGCs of Public Secondary Schools shall answer the Google Forms version of the SGC Functionality Assessment Tool using the link provided by their respective SDO. The Designated Co-Chairperson shall facilitate the accomplishment of the tool. He/she shall ensure that the council and the school head are properly consulted.

Upon accomplishment of the tool, they shall undergo validation conducted by the SDO Composite Team. They shall provide the MOVs requested to ensure compliance the functionality indicators.

Provide the information about your Division below:

DIVISION	
REGION	

INSTRUCTIONS [FOR GOOGLE FORMS RESPONSES WORKSHEET]

1. Open the **Form Responses** of the **Google Forms of the SGC Functionality Assessment Tool** assigned to your Division.
2. **Copy the data in cell range A2:C12 (down to the last cell with data)** of the Form Responses 1 of the Google Foms.
3. **Paste the copied data on the "Google Forms Responses" sheet** of this workbook (Enclosure No. 3 -SDO Summary of Validated Data).
4. **Double-check duplicate entries** from the same schools. Remove the previous entry/entries and retain the latest entry.
5. **Proceed to the Data for Validation sheet of this workbook**

[illegible]

INSTRUCTIONS [FOR DATA FOR VALIDATION WORKSHEET]

1. Only the columns for "Validation Status" can be updated.

2. Cross-check the Forms responses with the MOVs submitted. Click on the hyperlinked MOV to view the attachments. *Remember that if the SGC responded with a "Yes" to a Functionality Indicator, the corresponding MOV/s must be submitted.*

2. Select from the dropdown the correct "Validation Status":

a. **Approved:** (a1) If the Forms response is "Yes" and the corresponding MOVs are submitted; or (a2) if the Forms response is "No" and MOVs submitted.

b. **For Clarification:** (b1) if the Forms response is "Yes", but the corresponding MOVs are incorrect / erroneous or not submitted; or (b2) if the Forms response is "No" but MOVs are submitted.

3. Contact or visit the schools with "For Clarification" Validation Status to immediately rectify the entry.

	School Name	School ID	Contact Number of the School	Curricular Classification	Class Organization	Curriculum Offerings	Establishment of SGC
	<i>Data is from the Google Forms Responses sheet. No need to edit or change.</i>						
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

SDO - SUMMARY OF VALIDATED DATA

DIVISION	
REGION	

THIS SHEET IS PROTECTED. THIS SHEET AUTOMATICALLY SUMMARIZES THE VALIDATED DATA. NO NEED TO ENTER ANYTHING.

FUNCTIONAL	0	NOT YET FUNCTIONAL	500
------------	---	--------------------	-----

School Name	School ID	Contact Number of the School	Curricular Classification	Class Organization	Curriculum Offerings	Establishment of SGC	Name of the SGC	Functionality Indicators Achieved	Functional SGC
-------------	-----------	------------------------------	---------------------------	--------------------	----------------------	----------------------	-----------------	-----------------------------------	----------------

Do not enter any data here.

1								0	Not Yet Functional
2								0	Not Yet Functional
3								0	Not Yet Functional
4								0	Not Yet Functional
5								0	Not Yet Functional
6								0	Not Yet Functional
7								0	Not Yet Functional
8								0	Not Yet Functional
9								0	Not Yet Functional
10								0	Not Yet Functional
11								0	Not Yet Functional
12								0	Not Yet Functional
13								0	Not Yet Functional
14								0	Not Yet Functional
15								0	Not Yet Functional
16								0	Not Yet Functional

Enclosure No. 4 to DM-OUHROD-2022-_____

Download Enclosure No. 4 in MS Excel format:

bit1.ly/2022SGCTool-Enclosure4

Provide the information about your Region below:

REGION	
Number of Divisions	

INSTRUCTIONS [FOR GOOGLE FORMS RESPONSES WORKSHEET]

1. Open **Enclosure No. 3 - SDO Summary of Validated Data** submitted by the SDO.
2. **Copy the data in cell range A7:C17 (down to the last cell with data)** of the SDO - Summary of Validated Data sheet of each **Enclosure No. 3**.
3. **Paste the copied data on the "Consolidated - SDO Validated Data" sheet** of this workbook (Enclosure No. 4 - RO Summary of Validated Data). Enter the SDO where the data is from in column A.
4. **Transfer all validated data from all SDOs, then proceed to the RO - Data for Validation sheet of this workbook.**

[illegible]

INSTRUCTIONS [FOR DATA FOR VALIDATION WORKSHEET]

1. Only the columns for "Validation Status" can be updated.

2. Do a random validation of the data submitted by the SDOs. Double-check the Forms responses with the MOVs submitted. Click on the hyperlinked MOV to view the attachments. *Remember that if the SGC responded with a "Yes" to a Functionality Indicator, the corresponding MOV/s must be submitted.*

2. Update the "Validation Status" if necessary:

a. **Approved:** (a1) If the **Forms response is "Yes" and the corresponding MOVs are submitted;** or (a2) if the **Forms response is "No" and MOVs submitted.**

b. **For Clarification:** (b1) if the **Forms response is "Yes", but the corresponding MOVs are incorrect / erroneous or not submitted;** or (b2) if the **Forms response is "No" but MOVs are submitted.**

3. For entries with "For Clarification", contact the respective SDOs to immediately rectify the entry.

	Division	School Name	School ID	Contact Number of the School	Curricular Classification	Class Organization	Curriculum Offerings
	<i>Data is from the Consolidated-SDO ValidatedData sheet. No need to edit or change.</i>						
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

RO - SUMMARY OF VALIDATED DATA

REGION	
NUMBER OF SDOs	

THIS SHEET IS PROTECTED. THIS SHEET AUTOMATICALLY SUMMARIZES THE VALIDATED DATA. NO NEED TO ENTER ANYTHING.

FUNCTIONAL	0	NOT YET FUNCTIONAL	500
------------	---	--------------------	-----

Division	School Name	School ID	Contact Number of the School	Curricular Classification	Class Organization	Curriculum Offerings	Establishment of SGC	Name of the SGC	Functionality Indicators Achieved	Functional SGC
<i>Do not enter any data here.</i>										
1									0	Not Yet Functional
2									0	Not Yet Functional
3									0	Not Yet Functional
4									0	Not Yet Functional
5									0	Not Yet Functional
6									0	Not Yet Functional
7									0	Not Yet Functional
8									0	Not Yet Functional
9									0	Not Yet Functional
10									0	Not Yet Functional
11									0	Not Yet Functional
12									0	Not Yet Functional
13									0	Not Yet Functional
14									0	Not Yet Functional
15									0	Not Yet Functional
16									0	Not Yet Functional

SCHEDULE OF THE ROLL-OUT, DATA COLLECTION, AND REPORT GENERATION OF THE TOOL AND SCHOOL VISIT AND DATA VALIDATION

For the timeline of activities this year, kindly refer to the table below:

I. Roll-Out, Data Collection, and Report Generation of the Tool

DATE	ACTIVITY	TO BE ACCOMPLISHED BY
October 7 - November 11	Roll-Out of SGC Functionality Assessment Tool	SGCs in Public Secondary Schools
October 14 - November 24	SDO Validation	SDO Composite Team
November 25	Submission of Enclosure No. 3 – SDO Summary of Validated Data	SDO Composite Team
November 28 – December 09	RO Consolidation and Validation	RO Composite Team
December 09	Submission of Enclosure No. 4 – RO Summary of Validated Data	RO Composite Team
December 12-23	Analysis of Data	BHROD-SED

II. School Visit and Data Validation

DATE	REGION
October 13 – 17	NCR
November 7 – 11	IV-B
November 14 - 18	VI
November 28 - December 2	XI & XII
December 5 – 9	VII