

Records



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2022- 062

To : Assistant Schools Division Superintendent  
SGOD & CID Chiefs  
Public Schools District Supervisor of Secondary Schools District  
All Public Secondary School Heads

Subject : **INITIAL ROLL-OUT OF THE SCHOOL GOVERNANCE  
FUNCTIONALITY TOOL FOR SECONDARY SCHOOLS**

Date : October 17, 2022

This is in reference to Regional Memorandum FTAD-2022-023 dated October 4, 2022 and Memorandum DM-OUHROD-2022-0090 dated September 22, 2022, re: **Initial Roll-Out of the School Governance Council (SGC) Functionality Assessment Tool for Secondary Schools.**

For School year 2022-2023, the SGC Functionality Tool shall be rolled out to all public secondary schools. Other details are elaborated in the attached memorandum.

As agreed during the Online Orientation of Secondary School Heads on October 10, 2022, SGCs in Public Secondary Schools in this Division shall accomplish the SGC Functionality Tool in google form on or before **October 24, 2022**. This is to give enough time for the SDO Composite Team to validate the data submitted by the schools.

For information and dissemination.

**CRISTY C. EPE**

Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**

DATE: OCT 21 2022 TIME: 9:53am

BY: [Signature]

Enclosed: As stated.  
SGOD/cab



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



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

22-7827  
DepEd Schools Division Office - Digos City

RECORDS SECTION

**RECEIVED** 92052  
OCT 10 2022 TIME: 9:36  
BY: *[Signature]*

Office of the Regional Director

**REGIONAL MEMORANDUM**

FTAD-2022-023

To : All Schools Division Superintendents

Subject: INITIAL ROLL-OUT OF THE SCHOOL GOVERNANCE  
FUNCTIONALITY ASSESSMENT TOOL FOR  
SECONDARY SCHOOLS

Date : October 4, 2022

Herewith is the Memorandum DM-OUHROD-2022-0090 dated September 22, 2022 on the **Initial Roll-Out of the School Governance Council (SGC) Functionality Assessment Tool for Secondary Schools**. Please be informed that for School Year 2022-2023, the SGC Functionality Tool shall be rolled out to all public secondary schools.

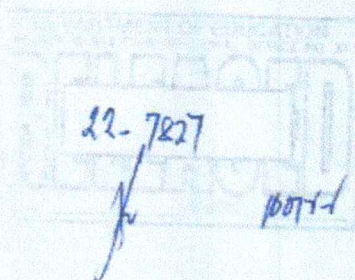
Other details are contained in the said attached memorandum and are self-explanatory.

Immediate dissemination of this Memorandum is desired.

*[Signature]*  
**ALLAN G. FARNAZO**  
Director IV *[Signature]*

Enclosed: As Stated.

ROF2/rsm



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147

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Republika ng Pilipinas

## Department of Education

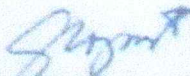
### OFFICE OF THE UNDERSECRETARY

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- 0890

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-\_\_\_\_\_

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                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                |  |
| <div><input type="checkbox"/> Purely Junior High School</div> <div><input type="checkbox"/> Junior High School with Elementary School</div> <div><input type="checkbox"/> Junior High School with Senior High School</div> <div><input type="checkbox"/> Purely Senior High School</div> <div><input type="checkbox"/> All Offerings</div>                                                                                                                         |  |                |  |
| Class Organization of the School                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                |  |
| <div><input type="checkbox"/> Pure Monograde</div> <div><input type="checkbox"/> Pure Multigrade</div> <div><input type="checkbox"/> Combined Monograde and Multigrade</div>                                                                                                                                                                                                                                                                                       |  |                |  |
| Curricular Offerings of the School                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                |  |
| <div><input type="checkbox"/> Alternative Learning System (ALS)</div> <div><input type="checkbox"/> Indigenous Peoples Education (IPEd)</div> <div><input type="checkbox"/> Special Education (SPED)</div> <div><input type="checkbox"/> Special Science</div> <div><input type="checkbox"/> Arabic Language and Islamic Values Education (ALIVE)</div> <div><input type="checkbox"/> None</div> <div><input type="checkbox"/> Others, please specify: _____</div> |  |                |  |
| Establishment of SGC                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                |  |
| <div><input type="checkbox"/> Newly-Established SGC<br/>The school has only formed the SGC <b>after</b> the issuance of DO 26, s. 2022.</div> <div><input type="checkbox"/> With Existing SGC<br/>The school already has an SGC <b>before</b> the issuance of DO 26, s. 2022.</div>                                                                                                                                                                                |  |                |  |
| 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.

|                                                                                                      |                                                                                                  |
|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <b>Minimum MOVs</b><br><input type="checkbox"/> Notice of meeting (at least 1 of 4 Regular Meetings) | <b>Additional MOVs</b><br><input type="checkbox"/> 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.

|                                                                                                                                                                                                                     |                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minimum MOVs</b><br><input type="checkbox"/> Membership / Induction Certificates (7 to 15 voting members) or<br><input type="checkbox"/> SGC Resolution on the Official List of Members (7 to 15 voting members) | <b>Additional MOVs</b><br><input type="checkbox"/> Membership / Induction Certificates (non-voting members) or<br><input type="checkbox"/> 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.

|                                                                                                                                                         |                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minimum MOVs</b><br><input type="checkbox"/> Draft / Operative Organizational Chart; or<br><input type="checkbox"/> SGC's Quarterly Progress Reports | <b>Additional MOVs</b><br><input type="checkbox"/> Approved / Adopted Organizational Chart<br><input type="checkbox"/> 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.

|                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minimum MOVs</b><br><input type="checkbox"/> Minutes of Meeting with SPT on SIP / AIP (at least 1 meeting)<br><input type="checkbox"/> SGC's Quarterly Progress Report | <b>Additional MOVs</b><br><input type="checkbox"/> Minutes of Meetings with SPT on SIP / AIP (2 or more meetings)<br><input type="checkbox"/> Minutes of Meeting/s with SPT on other DepEd programs, projects, and activities (at least 1 meeting)<br><input type="checkbox"/> SGC's Action Plan<br><input type="checkbox"/> SGC Resolutions on the recommendations<br><input type="checkbox"/> 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.

|                                                                                                   |                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minimum MOVs</b><br><input type="checkbox"/> SGC Resolution on the recommendation (at least 1) | <b>Additional MOVs</b><br><input type="checkbox"/> Membership SGC Resolutions on the recommendations (2 or more)<br><input type="checkbox"/> 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.

|                                                                                                                                             |                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minimum MOVs</b><br><input type="checkbox"/> Minutes of Meeting with CPU, CPC, or other similar DepEd organizations (at least 1 meeting) | <b>Additional MOVs</b><br><input type="checkbox"/> Minutes of Meetings with CPU, CPC, or other similar DepEd organizations (2 or more meetings)<br><input type="checkbox"/> 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 response to school concerns.

Primary Sub-Indicator

a.The SGC has decided matters through a resolution, signed by all SGC voting members.

|                                                                                                          |                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minimum MOVs</b><br><input type="checkbox"/> SGC Resolution on applicable recommendation (at least 1) | <b>Additional MOVs</b><br><input type="checkbox"/> SGC Resolutions on applicable recommendations (2 or more)<br><input type="checkbox"/> 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.

|                                                                                                                   |                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Minimum MOVs</b><br><input type="checkbox"/> Minutes of Meeting mentioning meeting agenda (at least 1 meeting) | <b>Additional MOVs</b><br><input type="checkbox"/> 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.

|                                                                                                                                       |                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>Minimum MOVs</b><br><input type="checkbox"/> Minutes of Meetings specifying required quorum (at least 1 out or 4 Regular Meetings) | <b>Additional MOVs</b><br><input type="checkbox"/> Minutes of Meetings specifying required quorum (2 - 4 Regular Meetings) |
|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|

Other Sub-Indicator

d. Regular meetings have minutes.

|                                                                                                           |                                                                                                 |
|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>Minimum MOVs</b><br><input type="checkbox"/> Minutes of Meeting (at least 1 out or 4 Regular Meetings) | <b>Additional MOVs</b><br><input type="checkbox"/> 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.

|                                                                                                                                                 |                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minimum MOVs</b><br><input type="checkbox"/> Minutes of Meeting with stakeholders on programs, projects, and activities (at least 1 meeting) | <b>Additional MOVs</b><br><input type="checkbox"/> Minutes of Meetings with stakeholders on programs, projects, and activities (2 or more meetings)<br><input type="checkbox"/> SGC's Action Plan<br><input type="checkbox"/> 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.

|                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minimum MOVs</b><br><input type="checkbox"/> Any document reporting the discussion from the meeting attended (at least 1 meeting) <b>or</b><br><input type="checkbox"/> SGC's Quarterly Progress Report (Indicate Page/s: _____) | <b>Additional MOVs</b><br><input type="checkbox"/> Any documents reporting the discussion from the meeting attended (2 or more meetings) <b>or</b><br><input type="checkbox"/> 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.

|                                                                                                                             |                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minimum MOVs</b><br><input type="checkbox"/> Minutes of Meetings with different school stakeholders (at least 1 meeting) | <b>Additional MOVs</b><br><input type="checkbox"/> Minutes of Meetings with different school stakeholders (2 or more meetings)<br><input type="checkbox"/> 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.

|                                                                                                                                                       |                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minimum MOVs</b><br><input type="checkbox"/> Copy of the communication / transmittal letter to the School Head reflecting the direction of the SGC | <b>Additional MOVs</b><br><input type="checkbox"/> Any document with citations on SGC's recommendation released by the school management / School Head<br><input type="checkbox"/> 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 essential to making informed decisions and recommendations.

#### Minimum MOVs

- ☐ SGC Report on the issues / concerns raised during school activities / events

#### Additional MOVs

- ☐ 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

- ☐ Documentation of the organized / conducted program (at least 1)
- ☐ Minutes of the meetings where issues / concerns are discussed

#### Additional MOVs

- ☐ Documentation of the organized / conducted program (2 or more), following the SGC's Calendar of Events (as provided by CO)
- ☐ 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 platform 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

- ☐ SGC Resolution on access to information (school data and information)
- ☐ SGC's Action Plan on promoting access to information

#### Additional MOVs

- ☐ Advocacy plan on the school's use of the Transparency Board, SRC, and other reports to access school data
- ☐ 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

- ☐ SGC Resolution on the use of approved alternative communication platform/s

#### Additional MOVs

- ☐ 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.

**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)

Relative to the Memorandum on the *Initial Roll-Out of the School Governance Council (SGC) Functionality Assessment Tool for Secondary Schools* or **DM-HROD-2022-0090**, below is the list of Google Forms, prepared by the Central Office, for the Region's Schools Division Offices. To ensure smooth implementation of the tool, the Regional Office shall follow the Process Flow of the Data Collection and Report Generation of the SGC Functionality Assessment Tool (Enclosure No. 2 to DM-OUHROD-2022-0090) accordingly.

| Google Forms of the SGC Functionality Assessment Tool (2022) |                                                                                           |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| Region XI – Davao Region                                     |                                                                                           |
| SDO                                                          | Assigned Google Forms Link                                                                |
| 1. Davao de Oro                                              | <a href="https://bit.ly/2022SGCTool_R11-SDODdO">https://bit.ly/2022SGCTool_R11-SDODdO</a> |
| 2. Davao del Norte                                           | <a href="https://bit.ly/2022SGCTool_R11-SDODdN">https://bit.ly/2022SGCTool_R11-SDODdN</a> |
| 3. Davao del Sur                                             | <a href="https://bit.ly/2022SGCTool_R11-SDODdS">https://bit.ly/2022SGCTool_R11-SDODdS</a> |
| 4. Davao Occidental                                          | <a href="https://bit.ly/2022SGCTool_R11-SDODOc">https://bit.ly/2022SGCTool_R11-SDODOc</a> |
| 5. Davao Oriental                                            | <a href="https://bit.ly/2022SGCTool_R11-SDODOr">https://bit.ly/2022SGCTool_R11-SDODOr</a> |
| 6. Davao City                                                | <a href="https://bit.ly/2022SGCTool_R11-SDODvC">https://bit.ly/2022SGCTool_R11-SDODvC</a> |
| 7. Digos City                                                | <a href="https://bit.ly/2022SGCTool_R11-SDODgC">https://bit.ly/2022SGCTool_R11-SDODgC</a> |
| 8. Mati City                                                 | <a href="https://bit.ly/2022SGCTool_R11-SDOMC">https://bit.ly/2022SGCTool_R11-SDOMC</a>   |
| 9. Panabo City                                               | <a href="https://bit.ly/2022SGCTool_R11-SDOPC">https://bit.ly/2022SGCTool_R11-SDOPC</a>   |
| 10. Samal City                                               | <a href="https://bit.ly/2022SGCTool_R11-SDOSC">https://bit.ly/2022SGCTool_R11-SDOSC</a>   |
| 11. Tagum City                                               | <a href="https://bit.ly/2022SGCTool_R11-SDOTC">https://bit.ly/2022SGCTool_R11-SDOTC</a>   |

**Process of the Data Collection and Report Generation:**

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:

|                |                                                                        |
|----------------|------------------------------------------------------------------------|
| <b>Chair</b>   | Assistant Regional Director                                            |
| <b>Members</b> | 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.

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*Note: All pertinent materials and documents are accessible via Google Drive ([bit.ly/2022SGCTool-MemoWithEnclosures](https://bit.ly/2022SGCTool-MemoWithEnclosures)) for guidance and reference.*



**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 "F or 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 |
|----|---------------------------------------------------------------------------|-----------|------------------------------|---------------------------|--------------------|----------------------|----------------------|
| 1  | Data is from the Google Forms Responses sheet. No need to edit or change. |           |                              |                           |                    |                      |                      |
| 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 |



**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.
3. 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. **F or 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 "F or 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 |
|------------------------------------------------------------------------------------|-------------|-----------|------------------------------|---------------------------|--------------------|----------------------|
| Data is from the Consolidated SDO Validation Data sheet. No need to edit or change |             |           |                              |                           |                    |                      |
| 1                                                                                  |             |           |                              |                           |                    |                      |
| 2                                                                                  |             |           |                              |                           |                    |                      |
| 3                                                                                  |             |           |                              |                           |                    |                      |
| 4                                                                                  |             |           |                              |                           |                    |                      |
| 5                                                                                  |             |           |                              |                           |                    |                      |
| 6                                                                                  |             |           |                              |                           |                    |                      |
| 7                                                                                  |             |           |                              |                           |                    |                      |
| 8                                                                                  |             |           |                              |                           |                    |                      |
| 9                                                                                  |             |           |                              |                           |                    |                      |
| 10                                                                                 |             |           |                              |                           |                    |                      |
| 11                                                                                 |             |           |                              |                           |                    |                      |
| 12                                                                                 |             |           |                              |                           |                    |                      |
| 13                                                                                 |             |           |                              |                           |                    |                      |
| 14                                                                                 |             |           |                              |                           |                    |                      |
| 15                                                                                 |             |           |                              |                           |                    |                      |
| 16                                                                                 |             |           |                              |                           |                    |                      |
| 17                                                                                 |             |           |                              |                           |                    |                      |





**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 |
|----|-----------------------------------------------------------------------------------|-------------|-----------|------------------------------|---------------------------|--------------------|----------------------|
|    | Data is from the Consolidated-SDO ValidatedData sheet. No need to edit or change. |             |           |                              |                           |                    |                      |
| 1  |                                                                                   |             |           |                              |                           |                    |                      |
| 2  |                                                                                   |             |           |                              |                           |                    |                      |
| 3  |                                                                                   |             |           |                              |                           |                    |                      |
| 4  |                                                                                   |             |           |                              |                           |                    |                      |
| 5  |                                                                                   |             |           |                              |                           |                    |                      |
| 6  |                                                                                   |             |           |                              |                           |                    |                      |
| 7  |                                                                                   |             |           |                              |                           |                    |                      |
| 8  |                                                                                   |             |           |                              |                           |                    |                      |
| 9  |                                                                                   |             |           |                              |                           |                    |                      |
| 10 |                                                                                   |             |           |                              |                           |                    |                      |
| 11 |                                                                                   |             |           |                              |                           |                    |                      |
| 12 |                                                                                   |             |           |                              |                           |                    |                      |
| 13 |                                                                                   |             |           |                              |                           |                    |                      |
| 14 |                                                                                   |             |           |                              |                           |                    |                      |
| 15 |                                                                                   |             |           |                              |                           |                    |                      |
| 16 |                                                                                   |             |           |                              |                           |                    |                      |
| 17 |                                                                                   |             |           |                              |                           |                    |                      |



Enclosure No. 5 to DM-OUHROD-2022-\_\_\_\_\_

**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      |