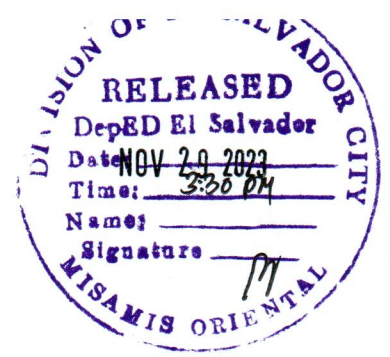




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

November 24, 2023

DIVISION MEMORANDUM

No. 525, s. 2023

SCHOOL GOVERNING COUNCIL (SGC) FUNCTIONALITY VALIDATION

To: Asst. Schools Division Superintendent
Division Chiefs
Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
This Division

1. Pursuant to DepEd Order No. 26, s. 2022 Re: *Implementing Guidelines on the Establishment of School Governance Council (SGC)*, this Office, hereby directs all School Heads to participate in the validation of the School Governance Council (SGC) on **December 20, 2023**, at the Division Conference Room, El Salvador City.
2. This activity aims to ensure 100% School Governance Council (SGC) Functionality of all schools and the provision of appropriate technical assistance to the schools.
3. The submission of the MOVs (hard copy) is on **December 18, 2023**. Further, all school heads are reminded to upload the softcopy of the MOVs in the SGC Folder. Please refer to the Enclosure No.1 for the coding of the MOVs.
4. Attached is the approved process flow of the SGC Functionality Validation. Please refer to the Enclosure No.2 SGC Validation Process Flow
5. This activity shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination based on age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

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6. Immediate and wide dissemination of this Memorandum is desired.


RANDOLPH B. TORTOLA

Schools Division Superintendent



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

SGC Validation

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Enclosure No. 1 MOVs Coding

Functionality Indicator <i>(For Minimum MOVs only)</i>	Label / Doc Name <i>(for the Softcopy - Uploading)</i>
SHARED GOVERNANCE	
Functionality Indicator 1 <ul style="list-style-type: none"> • Primary Sub Indicator - Notice of Meeting 	FI_SG.1 Notice of Meeting
Functionality Indicator 2 <ul style="list-style-type: none"> • Primary Sub Indicator - Minutes of Meeting with SPT on SIP / AIP (at least 1 meeting) - SGC's Quarterly Progress Report 	FI_SG.2 Minutes of Meeting with SPT on SIP / AIP FI_SG.2 SGC's Quarterly Progress Report
Functionality Indicator 3 <ul style="list-style-type: none"> • Primary Sub Indicator - SGC Resolution on applicable recommendation 	FI_SG.3 SGC Resolution on applicable recommendation
Functionality Indicator 4 <ul style="list-style-type: none"> • Primary Sub Indicator - Minutes of Meeting with stakeholders on programs, projects, and activities (at least 1 meeting) 	FI_SG.4 Minutes of Meeting with stakeholders on programs, projects, and activities
Functionality Indicator 5 <ul style="list-style-type: none"> • Primary Sub Indicator - Copy of the communication / transmittal letter to the School Head reflecting the direction of the SGC 	FI_SG.5 Copy of the communication / transmittal letter to the School Head reflecting the direction of the SGC
Functionality Indicator 6 <ul style="list-style-type: none"> • Primary Sub Indicator - Minutes of Meeting with stakeholders on stakeholder-initiated 	FI_SG.6 Minutes of Meeting with stakeholders on stakeholder-initiated programs and activities

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<p>programs and activities (at least 1 meeting)</p> <ul style="list-style-type: none"> - Concept note / Project brief, or similar document (at least 1) 	<p>FI_SG.6 Concept note / Project brief, or similar document</p>
<p>Functionality Indicator 7</p> <ul style="list-style-type: none"> • Minimum MOVs - SGC Resolution recommending the SIP to LSB; or - Any document recommending policy / program to the LSB, based on the SIP 	<p>FI_SG.7 SGC Resolution recommending the SIP to LSB</p> <p>FI_SG.7 Any document recommending policy / program to the LSB, based on the SIP</p>
<p>Functionality Indicator 8</p> <ul style="list-style-type: none"> • Minimum MOVs - SGC Resolution on involving various sectors 	<p>FI_SG.8 SGC Resolution on involving various sectors</p>
FEEDBACK MECHANISM	
<p>Functionality Indicator 1</p> <ul style="list-style-type: none"> • Minimum MOVs - SGC Report on the issues / concerns raised during school activities / events 	<p>FI_FM.1 SGC Report on the issues / concerns raised during school activities / events</p>
<p>Functionality Indicator 2</p> <ul style="list-style-type: none"> • Minimum MOVs - Documentation of the organized / conducted program (at least 1) - Minutes of the meetings where issues / concerns are discussed 	<p>FI_FM.2 Documentation of the organized / conducted program</p> <p>FI_FM.2 Minutes of the meetings where issues / concerns are discussed</p>
<p>Functionality Indicator 3</p> <ul style="list-style-type: none"> • Minimum MOVs - SGC Resolution on access to information (school data and information) 	<p>FI_FM.3 SGC Resolution on access to information</p>

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<ul style="list-style-type: none">- SGC's Action Plan on promoting access to information	FI_FM.3 SGC's Action Plan on promoting access to information
<p>Functionality Indicator 4</p> <ul style="list-style-type: none">• 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)	FI_FM.4 SGC Resolution on the recommendation on ways of improving the quality of SIP, AIP, and other DepEd programs, projects, and activities

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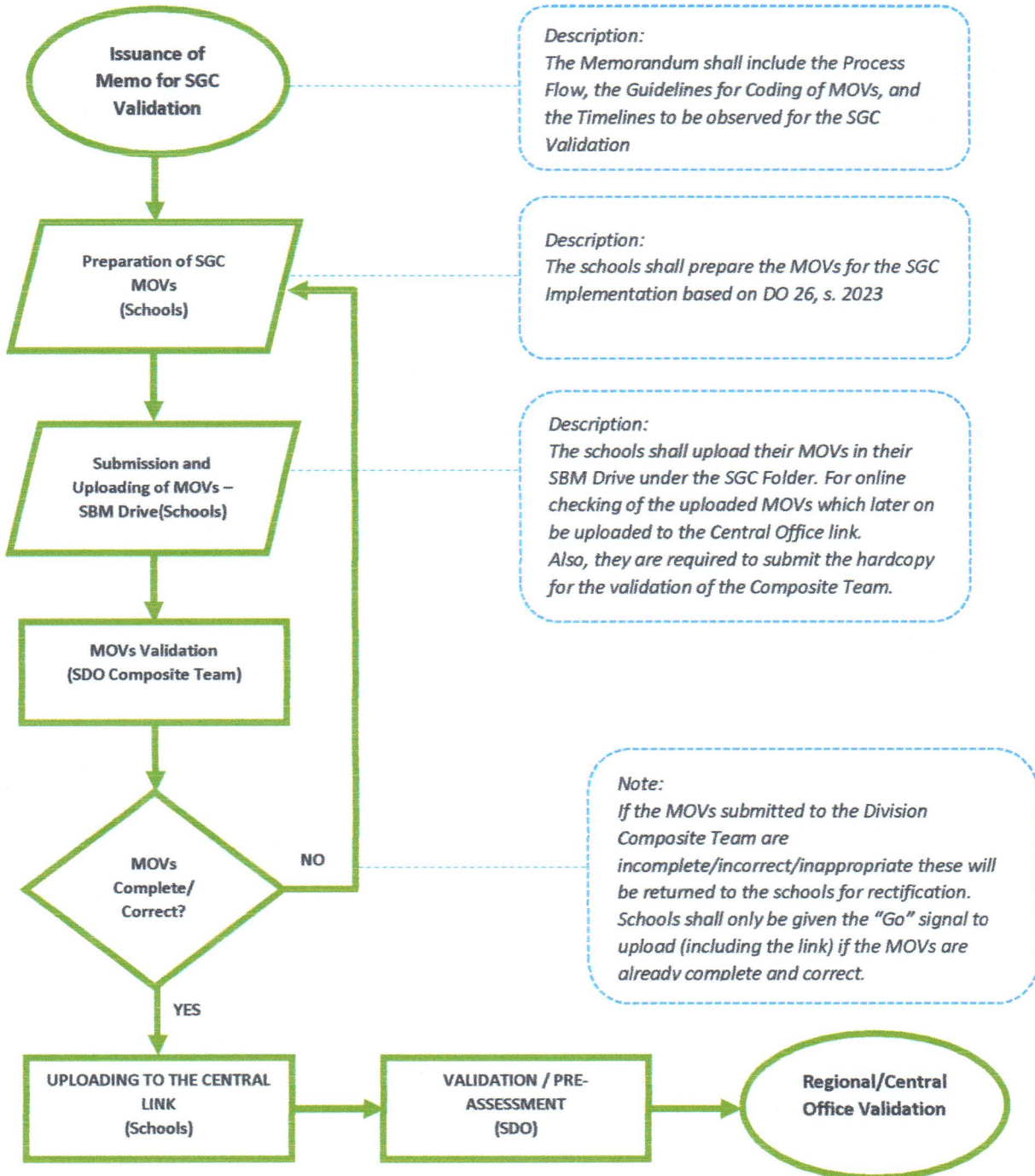
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ENCLOSURE NO. 2 SGC VALIDATION (PRE-ASSESSMENT) PROCESS FLOW



Approved:


RANDOLPH B. TORTOLA, PhD
Schools Division Superintendent

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