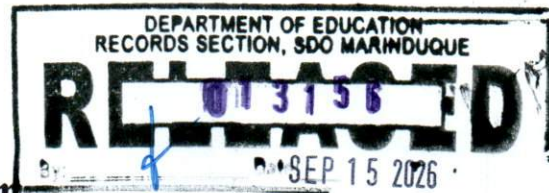




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM
SGOD-2026-179

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
School Heads, Public Secondary Schools
All Others Concerned

FROM: **RONNIE S. MALLARI, PhD, CESO III**
Regional Director
Concurrent, Officer-in-Charge
Office of the Schools Division Superintendent

SUBJECT: **SUBMISSION AND VALIDATION OF MEANS OF VERIFICATION (MOV)s
FOR SCHOOL GOVERNANCE COUNCIL FUNCTIONALITY
ASSESSMENT OF IDENTIFIED PARTIALLY FUNCTIONAL SECONDARY
SCHOOLS**

DATE: September 7, 2026

1. Pursuant to DepEd Order No 26, s. 2022 titled *Implementing Guidelines on the Establishment and Operationalization of School Governance Councils (SGCs)*, this Office through School Governance and Operations Division – School Management, Monitoring and Evaluation Section Project QAMESTAHAN (Quality Assurance, Monitoring and Evaluation, Technical Assistance) announces the conduct of submission and validation of Means of Verification (MOV)s for School Governance Council (SGC) Functionality Assessment of identified partially functional secondary schools.
2. Based on the Central Office online assessment mechanism, out of the 46 secondary schools in the Division, only 16 were tagged as Functional School Governance Councils. However, as instructed, division-level assessment shall now be accepted, provided that schools are able to present at least 10 – 12 valid required Means of Verification (MOV)s aligned with the SGC Functionality Assessment Tool stipulated in the aforementioned DepEd Order.



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3. In this regard, the Division SGC Composite Team, shall conduct online/onsite validation to reassess the functionality of SGCs, ensure compliance with the minimum documentary requirements, and provide appropriate Technical Assistance to schools with identified gaps and with score of **9 and below** during the assessment period.

4. All concerned schools are directed to systematically gather, review, and update all required MOVs, ensuring that these are complete, accurate, and authentic. Only valid, complete, and verifiable documents shall be considered during the assessment.

4.1 SGC Means of Verification: Schools shall gather and scan all SGC MOVs covering the period from SY 2024-2025 to SY 2025-2026. Schools shall use the prescribed official templates available at <https://tinyurl.com/MarSGCMaterials>, accomplish the SGC Validity Form with all entries duly certified and signed by the School Head and shall be submitted **on or before September 30, 2026**.

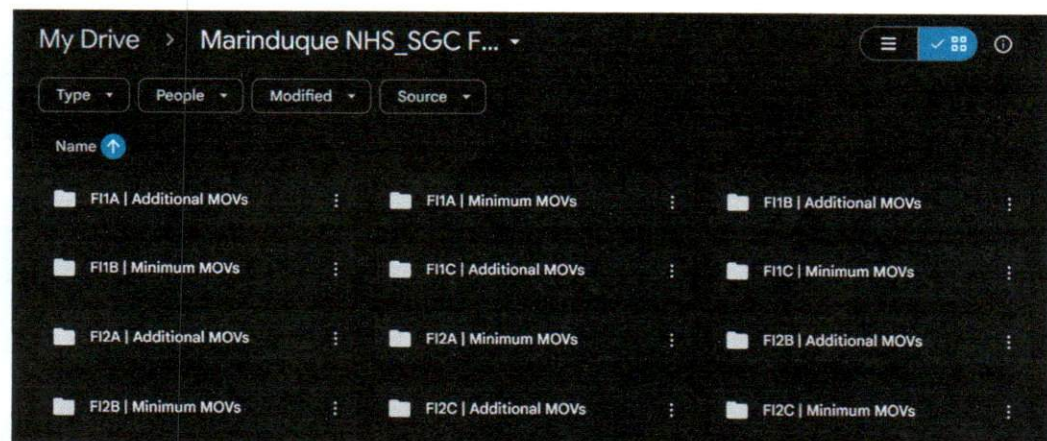
4.2 Google Drive Setup:

4.2.1. Schools shall create a Google Drive link that shall be submitted to the <https://tinyurl.com/2026SGCGDriveLink>

4.2.2 A main folder shall be created following the folder naming system **Name of School_SGC Functionality** e.g. *Marinduque NHS_SGC Functionality*

4.2.3 Once the Google Drive folder is created, create a separate folder for each functionality indicator using the prescribed folder labels which can be download from <https://tinyurl.com/SGCDriveLabels> and upload the folder structure in their respective school Google Drives.

4.2.4 Once all folders have been created, open each folder and upload or drag the corresponding MOVs into their designated folders. Ensure that each MOV is properly labeled and organized according to its respective indicator.



4.2.5 Google Drive folders shall ensure that access is in VIEWER mode.

5. A separate Memorandum shall be issued on the schedule of onsite validation by the Division SGC Composite Team to the identified partially functional schools.
6. After validation, schools that successfully present the required 10 to 12 valid MOVs shall be recommended for tagging as Functional School Governance Council at the Division Level, subject to consolidation and reporting to the Regional/Central Office.
7. In addition, all previously assessed secondary schools with functional SGCs are required to update and enhance the necessary documentation to support the sustainable implementation of the SGC. They are all likewise required to submit THE following documents on or before September 30, 2026 via <https://tinyurl.com/2026SecFunctionalSGCsAR>:
- 7.1 SGC accomplishment report;
 - 7.2 Photo/video documentation of the sustained SGC functionality; and
 - 7.3 Sustainability Plan for School Governance Council (SGC).
8. Attached are the following as enclosures:
- Enclosure 1: List of schools with partially functional SGCs
 - Enclosure 2: List of schools with functional SGCs
 - Enclosure 2: Validity Form
9. For clarification, you may contact Dr. Fretzie P. Alcantara, Senior Education Program Specialist-SMM&E/Division SBM Coordinator thru Messenger account "Fretzie Alcantara" or via email at fretzie.alcantara@deped.gov.ph
10. Immediate dissemination of compliance with the contents of this Memorandum is desired.

/SGOD-SMM&E-FA



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Enclosure 1**LIST OF SCHOOLS WITH PARTIALLY FUNCTIONAL SGCs**

No.	School Name	Final Score SY 2023-2024	Status SY 2023-2024
1	Argao National High School	6	Partially Functional
2	Bagtingon National High School	1	Partially Functional
3	Balanacan National High School	7	Partially Functional
4	Bognuyan National High School	3	Partially Functional
5	Botilao National High School	6	Partially Functional
6	Buenavista NHS - Bagacay Annex	1	Partially Functional
7	Buenavista NHS - Daykitin Annex	8	Partially Functional
8	Buenavista NHS - Lipata-Tungib Annex	2	Partially Functional
9	Buenavista NHS - Sihi Annex	7	Partially Functional
10	Butansapa National High School	3	Partially Functional
11	Cawit National Comprehensive High School	1	Partially Functional
12	Hupi National High School	4	Partially Functional
13	Kilo-Kilo National High School	3	Partially Functional
14	Makapuyat National High School	6	Partially Functional
15	Masaguisi National High School	1	Partially Functional
16	Malibago National High School	1	Partially Functional
17	Maniwaya National High School	3	Partially Functional
18	Maranlig National High School	2	Partially Functional
19	Marinduque National High School	2	Partially Functional
20	Matalaba National High School	6	Partially Functional
21	Mongpong National High School	6	Partially Functional
22	Paciano A. Sena Mem. High School	1	Partially Functional
23	Poctoy National High School	4	Partially Functional
24	Polo National High School	9	Partially Functional
25	Sayao National High School	7	Partially Functional
26	Sibuyao National High School	7	Partially Functional
27	Tambangan National High School	7	Partially Functional
28	Tigwi National High School	6	Partially Functional
29	Tiguion National High School	1	Partially Functional
30	Torrijos Senior High School	1	Partially Functional



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Enclosure 2

LIST OF SCHOOLS WITH FUNCTIONAL SGCs

No.	School Name	Final Score SY 2023-2024	Status SY 2023-2024
1	Alobo National High School	11	Functional
2	Bangbang National High School	12	Functional
3	Bonliw National High School	10	Functional
4	Buenavista National High School	12	Functional
5	Dolores National High School	12	Functional
6	Ilaya National High School	11	Functional
7	Ipil National High School	12	Functional
8	Kasily National High School	11	Functional
9	Landy National High School	12	Functional
10	Matuyatuya National High School	10	Functional
11	Mogpog National Comprehensive High School	11	Functional
12	Punong National High School	12	Functional
13	Puting Buhangin National High School	11	Functional
14	Tagum National High School	12	Functional
15	Tapuyan National High School	12	Functional
16	Yook National High School	11	Functional



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Enclosure 3

Implementing Guidelines on the Establishment of School Governance Council (DO 26, s. 2022)

SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools

VALIDITY FORM

We hereby confirm that the information provided in the SGC Functionality Assessment Tool is accurate and complete. We also confirm that the documents submitted as our means of verification (MOVs) are genuine. We understand that by submitting these documents, the Schools Division Office, Regional Office, and Central Office may make any inquiries which they consider necessary or to verify the information for confirmation and validation purposes.

Prepared by the [insert School Name - School Governance Council]

Name

Designated Co-Chairperson / Date

Name

Elected Co-Chairperson / Date

Name

Secretary / Date

Approved by

Name

School Head/Principal / Date



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