



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Schools Heads, Public Elementary and Secondary Schools
SGC Designated Co-Chairperson (Secondary Schools)
District SBM Coordinators
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: **TECHNICAL ASSISTANCE AND CAPACITY-BUILDING WORKSHOP ON THE ROLL-OUT OF SCHOOL GOVERNANCE COUNCIL FUNCTIONALITY ASSESSMENT TOOL (SGCFAT) FOR SECONDARY SCHOOLS**

DATE: November 20, 2023

1. In line with the Department of Education's (DepEd) commitment in improving the quality of education through enhanced governance and community engagement, this Office through the School Governance and Operations Division – School Management, Monitoring & Evaluation Section's Project QAMESTAHAN, shall conduct **Technical Assistance and Capacity-Building Workshop on the Roll-Out of School Governance Council Functionality Assessment Tool for Secondary Schools** on December 5, 2023 in a hybrid set-up (SDO Marinduque Conference Hall and via Microsoft Teams).
2. This activity aims to:
 - a. assist the school heads/School Governance Council in the preparation of MOVs using the prescribed template; and
 - b. acquire skills to effectively administer the SGCFAT in gathering accurate data and ensuring the reliability and validity of the assessment process.
3. Participants in this activity are 46 public secondary school heads, 46 secondary schools SGC designated co-Chairperson and 10 Public Schools District Supervisors who will be joining via Microsoft Teams while the nine District SBM Coordinators will be at SDO Marinduque Conference Hall.

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4. School heads and SGC designated co-chairperson are required to have with them the printed MOVs using the prescribed template uploaded in the online depository for SDO Marinduque Secondary Schools SGC MOVs via <https://bit.ly/3S67kfi> which shall be used during the workshop.
5. Attached as Enclosure is the indicative program of activities.
6. 100% attendance is a must. Proxies are not allowed.
7. For further questions or clarifications, please contact Fretzie P. Alcantara, Senior Education Program Specialist – SMM&E at fretzie.alcantara@deped.gov.ph.
8. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

/SGOD-SMM&E-FA

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Enclosure 1

**TECHNICAL ASSISTANCE AND CAPACITY-BUILDING WORKSHOP ON THE
ROLL-OUT OF SCHOOL GOVERNANCE COUNCIL FUNCTIONALITY
ASSESSMENT TOOL (SGCFAT) FOR SECONDARY SCHOOLS**

*SDO Marinduque Conference Hall / Microsoft Teams
December 5, 2023*

Indicative Program of Activities

Time	Activity	In-Charge
7:30 AM – 8:00 AM	Registration	SGOD-SMM&E
8:00 AM – 8:30 AM	Opening Program	SGOD-SMM&E
8:30 AM – 10:00AM	Session 1: The SGCFAT Data Collection Process	Fretzie P. Alcantara SEPS-SMM&E
10:00 AM – 10:15 AM	Health Break	
10:15 AM – 12:00 PM	Session 2: Discussion of SGCFAT Forms	Fretzie P. Alcantara SEPS-SMM&E
12:00 PM – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Session 3: Hands-on Exercises: Identifying Errors in the MOVs	Rey R. Raymundo EPS II – SMM&E
3:00 PM – 3:15 PM	Health Break	
3:15 PM – 3:45 PM	Session 4: Mapping the Future: Unveiling the SBM, SGC Targets for	Fretzie P. Alcantara SEPS-SMM&E
3:45 PM – 4:00 PM	Closing Program	SGOD-SMM&E

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