



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
All Public Secondary School Heads
District SBM Coordinators
All Others Concerned

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

SUBJECT: **DISSEMINATION OF DEPED MEMORANDUM-OUHROD-2023-1871
TITLED: REVISED PROCESS FLOW OF THE DATA COLLECTION AND
REPORT GENERATION OF THE SGC FUNCTIONALITY ASSESSMENT TOOL**

DATE: December 7, 2023

Attached is Regional Memorandum FTAD-2023-015 from Nicolas T. Capulong, PhD, CESO III, Director IV, Regional Director, DepEd MIMAROPA Region, dated December 6, 2023 titled *Dissemination of DepEd Memorandum-OUHROD-2023-1871 Titled: Revised Process Flow of the Data Collection and Report Generation of the SGC Functionality Assessment Tool*, for reference and guidance of the School Governance Council (SGC) of the 46 Secondary Schools in this Division.

Widest dissemination of and compliance with the contents of this Memorandum are desired.

/SGOD-SMM&E-FA

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Lead to Excel. Excel to Lead."*



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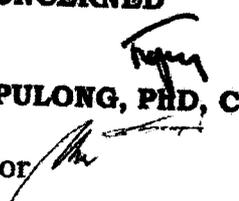
Republic of the Philippines
Department of Education
MIMAROPA REGION

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Office of the Regional Director

MEMORANDUM
FTAD-2023-015

TO : ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
CHIEF EDUCATION SUPERVISORS-SGOD
EDUCATION PROGRAM SUPERVISORS- FTAD
REGIONAL AND DIVISION SBM COORDINATORS
ALL PUBLIC SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : NICOLAS T. CAPULONG, PHD, CESO III
Director IV
Regional Director 

SUBJECT : DISSEMINATION OF DEPED MEMORANDUM-OUHROD-2023-1871 TITLED: REVISED PROCESS FLOW OF THE DATA COLLECTION AND REPORT GENERATION OF THE SGC FUNCTIONALITY ASSESSMENT TOOL

DATE : DECEMBER 6, 2023

For information and guidance of all concerned, this Office disseminates the enclosed DepEd Memorandum OUHROD-2023-187, titled: **Revised Process Flow of the Data Collection and Report Generation of the SGC Functionality Assessment Tool**, dated November 17, 2023, signed by Wilfredo E. Cabral, Officer-In-Charge, Office of the Undersecretary Human Resource and Organizational Development.

In view of the foregoing, the Schools Division Offices (SDOs) are directed to adhere to the revised process flow of the data collection and report generation on the roll-out of School Governance Council Functionality Assessment Tool (SGCFAT). In addition, to ensure the smooth implementation of the said tool in determining the functionality of the SGCs of the schools.

Attached is the above mentioned DepEd Memorandum for your reference.

Immediate dissemination of this Memorandum is highly desired.

ETAD/MEP



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2023-1871

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

FROM : WILFREDO E. CABRAL
*Regional Director, Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development*

**SUBJECT : REVISED PROCESS FLOW OF THE DATA COLLECTION AND
REPORT GENERATION OF THE SGC FUNCTIONALITY
ASSESSMENT TOOL**

DATE : 17 November 2023

The Implementing Guidelines on the Establishment of School Governance Council (SGC) 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.

To support the implementation of the policy, the Bureau of Human Resource and Organizational Development — School Effectiveness Division (BHROD-SED) has developed the SGC Functionality Assessment Tool that aimed to support the implementation of DepEd Order 26, s. 2022. The tool initially assessed SGC's functionality using the indicators provided in the mentioned policy. The data gathered was used as baseline information on the current context of SGCs and the priority areas that needed support and assistance from the different governance levels.

Last September 25, 2023, BHROD-SED released DM-OUHROD-2023-1399 or *the Roll-out of the SGC Functionality Assessment Tool for Public Secondary Schools* for S/Y 2023-2024 to check the progress of SGCs' functionality. However, upon the accomplishment of the tool, schools have experienced unexpected technical concerns that prohibited them from reuploading or changing the Means of Verifications (MOVs) they have initially submitted.

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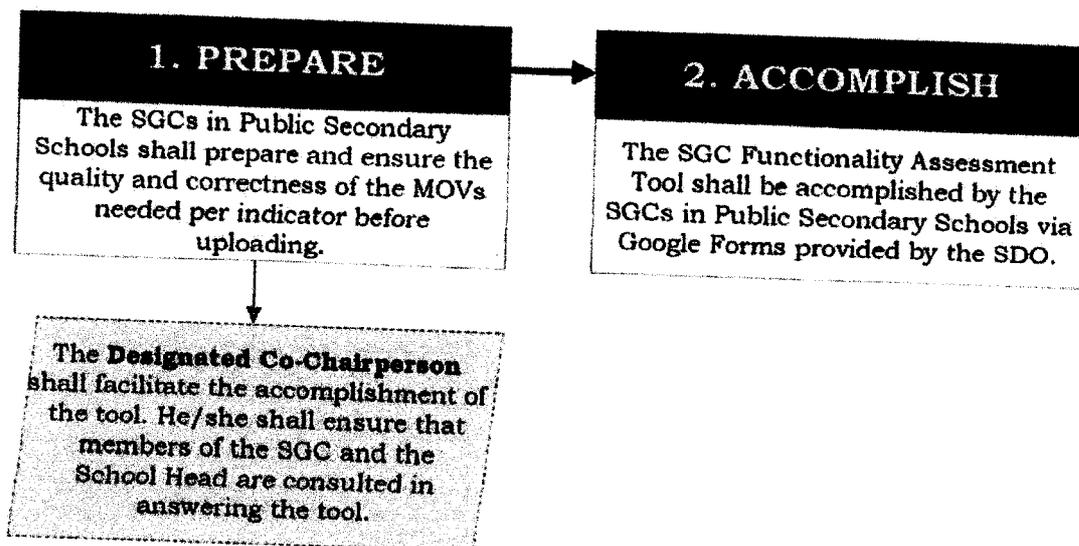
To address this, BHROD-SED would like to reiterate that schools need to ensure the quality and correctness of the MOVs first before uploading as the tool can only accommodate one submission per school.

To provide guidance on the process, enclosed is the **Revised Process Flow of the Data Collection and Report Generation** of each Governance Level for reference.

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

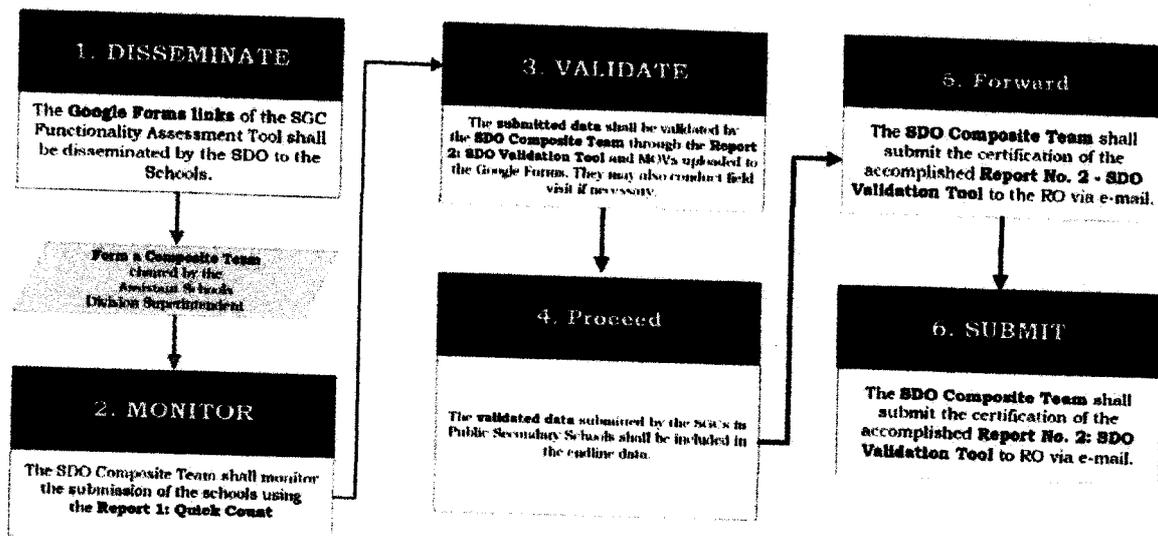
For dissemination and appropriate action.

Schools



All SGCs of Public Secondary Schools must prepare and ensure the quality and correctness of the MOVs before uploading. Once finalized, they shall answer the Google Forms version of the SGC Functionality Assessment Tool using the link provided by their respective SDOs. Upon the accomplishment of the tool, the Designated Co-Chairperson shall facilitate and ensure that the council and the school head are properly consulted.

Schools Division Office



The SDO shall inform the schools to accomplish the SGC Functionality Assessment Tool using the Google Form link provided.

The SDOs shall reorganize the **SDO Composite Team** who shall validate and verify the data submitted by the SGCs. The team shall be composed of the following:

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

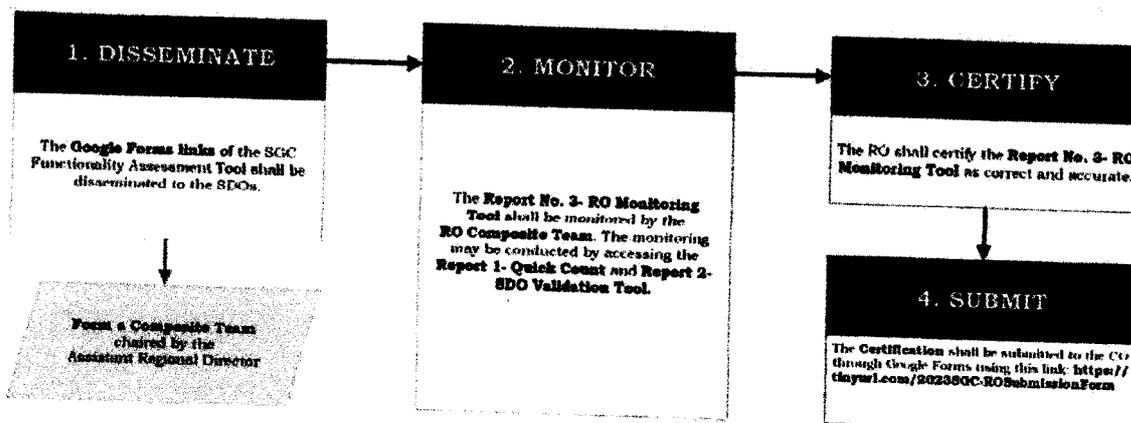
If deemed necessary, SDOs may add member/s to the composite team.

The SDO Composite Team shall have access to **Report No. 1 - Quick Count** to have a comprehensive view of the SDO's Accomplishment of the SGC Functionality Assessment Tool. It is a protected sheet that helps track and monitor the accomplishment of each school in the Division.

They also have access to **Report 2 - SDO Validation Report** and the responses (backend data) of their respective Google Forms to validate the accuracy of data submitted by the schools via Google Forms through checking of the Means of Verifications (MOV's). They may conduct a field visit if necessary.

Upon validation, the SDO shall submit the certification of the accomplished **Report No. 2 - SDO Validation Tool** to the RO via e-mail.

Regional Office



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

The RO shall reorganize the **RO SGC Composite Team** who shall monitor and verify the results submitted by the SDOs. Using **Report No. 3- Regional SGC Monitoring Tool**, they can monitor the accomplishment of the SGC Functionality Assessment Tool in their region. It also contains the links to the **SDO Report 1 - Quick Count** and **SDO Report 2 - Validation Tool** for reference. The team shall be composed of the following:

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

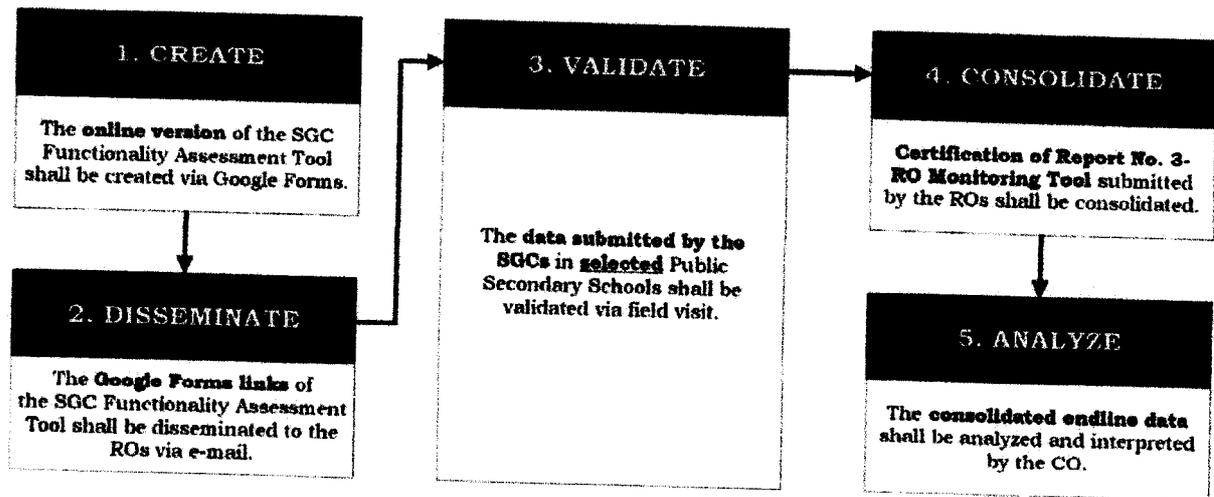
If deemed necessary, ROs may add member/s to the composite team.

The **Report No. 3 - RO Monitoring Tool** shall be monitored by the **RO Composite Team**. The monitoring may be conducted by accessing **Report 1 - Quick Count** and **Report 2 - SDO Validation Tool**.

The RO shall certify **Report No. 3 - RO Monitoring Tool** as correct and accurate.

The **Certification** shall be submitted to the CO through Google Forms using this link: **<https://tinyurl.com/2023SGC-ROSubmissionForm>**.

Central Office



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

The CO shall validate the data submitted by the SGCs in select Public Secondary Schools after the initial roll-out of the tool through field visit. The field visit to select schools intends to check and ensure the validity of the Means of Verifications (MOVs) submitted by the SGCs.

The CO shall consolidate and analyze the validated data submitted by the SDOs and certified by the ROs using the certified **Report No. 3- RO Monitoring Tool**. This shall be used as reference in identifying strategies and interventions to further strengthen the implementation of the policy.

Enclosure No. 1 to DM-OUHROD-2023-_____

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

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

GENERAL PROCESS FLOW

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

