



Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

DepEd-Benguet Division  
 OCT 26 2023  
**RELEASED**

26 October 2023

**DIVISION MEMORANDUM**  
 No. 397 s. 2023

**GUIDANCE ON THE SUBMISSION AND COMPLETION OF THE SCHOOL GOVERNANCE COUNCIL (SGC) FUNCTIONALITY ASSESSMENT TOOL FOR SECONDARY SCHOOLS**

To: Office of the Assistant Schools Division Superintendent  
 Chief SGOD and CID  
 Public Schools District Supervisors & Coordinating Principals  
 All Secondary School Heads and Personnel  
 All Others Concerned

1. Pursuant to Memorandum DM-OUHROD- 2023-1399 on the Roll-out of the School Governance Council (SGC) Functionality Assessment Tool for Secondary Schools, this office informs the District Offices and Secondary Schools in the **Submission and Completion of the SGC Tool** as part of the Ways Forward during the Orientation and Technical Assistance on October 17, 2023, at Brentwood Apartelle, Baguio City.

2. For the completion of the SGC Functionality Assessment Tool- as baseline information in identifying priority areas that may need support and assistance from the different governance levels, go to:

<https://tinyurl.com/SGCTool-CAR-Benguet>

3. Please be guided by the important dates and deadlines:

Activity	Target Date/s
Establishment of SGC <i>(For Newly Established SGC)</i>	November 6- 10, 2023
Submission of SGC <i>(For Newly and with Existing)</i>	November 15, 2023 Scan and upload to: <a href="https://tinyurl.com/SGC-MEMBERS">https://tinyurl.com/SGC-MEMBERS</a>
Collection of MOVs	October to December 2023
Uploading and Accomplishing of SGC Functionality Assessment Tool	November 2023- January 2024
Monitoring & Validation of SGC- Division Composite Team	Upon Submission
Validation of SGC- Regional Composite Team	February to March 2024

4. For technical assistance, you may direct them to the Division Composite Team.

5. Immediate and widest dissemination of this memorandum is desired

**SALLY L. BANAKEN-ULLALIM CESO V**  
 Schools Division Superintendent

sgod/smme



Address: Wangal, La Trinidad, Benguet  
 Telephone Number: (074) 422-6570  
 Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
 Facebook Page: DepEd Tayo Benguet

