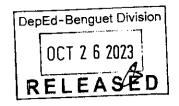


## Department of Education





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://tinuryl.com/SGCTool-CAR-Benguet

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

Activity	Target Date/s
Establishment of SGC (For Newly Established SGC)	November 6- 10, 2023
Submission of SGC (For Newly and with Existing)	November 15, 2023 Scan and upload to: https://tinyurl.com/SGC-MEMBERS
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.

Schools Division Superintendent

sgod/smme







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