



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

May 7, 2024

DIVISION MEMORANDUM
No. 101, s. 2024

**ONLINE DATA COLLECTION ON SGC IMPLEMENTATION THROUGH
FUNCTIONALITY ASSESSMENT TOOL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Division SGC Composite Team
Education Program Supervisors/ Division Coordinators
Public Schools District Supervisors/ OIC-PSDSs
Public Secondary and Integrated School Heads
Designated SGC Co-Chairpersons
All Other Concerned

1. Pursuant to DepEd Order No. 26, s. 2022 titled Implementing Guidelines on the Establishment of School Governance Council (SGC) and DM-OUHROD-2023-1871 re: Revised Process Flow of the Data Collection and Report Generation of the SGC Functionality Assessment Tool, this Office through the School Governance and Operations Division (SGOD) advises all concerned school heads of secondary and integrated schools of this division to monitor the progress of SGC's functionality by uploading/reuploading the Means of Verifications (MOVs) in the system with the link <http://bit.ly/2023SGCFAT>. The prescribed templates for MOVs can be access through http://bit.ly/SGCTool_Downloadables. For these documents to be considered valid MOV for a specific SGC FAT indicator, it should contain signature/s of all concerned.
2. The Division Composite Team is tasked to monitor the compliance of this activity by preparing a daily status report which will be submitted to the Top Management.
3. Attached to this Memorandum are the Status Report of submission as of May 7, 2024, scanned copy of the Functional Assessment Tool and the activity's flow chart per governance level for reference.
4. For information, guidance and compliance of all concerned.

WILLIAM T. GANDO, CESO VI
Schools Division Superintendent



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
Landline: (056) 211-6461
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph

302179	Abucay National High School	302179 Abucay National High School	0	0	0	NO SUBMISSION
302180	Bayasong National High School	302180 Bayasong National High School	0	0	0	NO SUBMISSION
302181	Olimpio A. Guarin Jr. National High School	302181 Olimpio A. Guarin Jr. National High School	0	0	0	NO SUBMISSION
302182	Bagacay National High School	302182 Bagacay National High School	0	0	0	NO SUBMISSION
302183	Bagatao National High School	302183 Bagatao National High School	0	0	0	NO SUBMISSION
302184	Barcelona National Comprehensive High School	302184 Barcelona National Comprehensive High School	0	0	0	NO SUBMISSION
302185	Bentuco National High School	302185 Bentuco National High School	0	0	0	NO SUBMISSION
302186	Biriran National High School	302186 Biriran National High School	0	0	0	NO SUBMISSION
302187	Juban High School	302187 Juban High School	0	0	0	NO SUBMISSION
302188	Buhang National High School	302188 Buhang National High School	0	6	0	UNVALIDATED
302189	Bulacao National High School	302189 Bulacao National High School	0	0	0	NO SUBMISSION
302190	Bulan National High School	302190 Bulan National High School	0	0	0	NO SUBMISSION
302191	Beguín High School	302191 Beguín High School	0	0	0	NO SUBMISSION
302192	Bulusan High School	302192 Bulusan High School	0	0	0	NO SUBMISSION
302193	Butag School of Fisheries	302193 Butag School of Fisheries	0	0	0	NO SUBMISSION
302194	Cabugao National High School	302194 Cabugao National High School	0	1	0	UNVALIDATED
302195	Caditaan NHS	302195 Caditaan NHS	0	0	0	NO SUBMISSION
302196	Calao National High School	302196 Calao National High School	0	0	0	NO SUBMISSION
302197	Casiguran Technical Vocational School	302197 Casiguran Technical Vocational School	0	0	0	NO SUBMISSION
302198	Castilla National High School	302198 Castilla National High School	0	12	0	UNVALIDATED
302199	Buenavista National High School, Castilla	302199 Buenavista National High School, Castilla	0	0	0	NO SUBMISSION
302200	Culasi National High School	302200 Culasi National High School	0	0	0	NO SUBMISSION
302201	Cumadcad National High School	302201 Cumadcad National High School	0	0	0	NO SUBMISSION
302202	Dinapa National High School	302202 Dinapa National High School	0	0	0	NO SUBMISSION
302203	Danao National High School	302203 Danao National High School	0	0	0	NO SUBMISSION
302204	Donsol National Comprehensive High School	302204 Donsol National Comprehensive High School	0	0	0	NO SUBMISSION

302205	Banuang Gurang National High School	302205 Banuang Gurang National High School	0	0	0	NO SUBMISSION
302206	Donsol National Comprehensive High School - Sta. Cruz Extension High School	302206 Donsol National Comprehensive High School - Sta. Cruz Extension High School	0	0	0	NO SUBMISSION
302207	Donsol Vocational High School	302207 Donsol Vocational High School	0	0	0	NO SUBMISSION
302208	Donsol Vocational High School - Gimagaan	302208 Donsol Vocational High School - Gimagaan	0	1	0	UNVALIDATED
302209	Donsol Vocational High School - GOGON ANNEX	302209 Donsol Vocational High School - GOGON ANNEX	0	0	0	NO SUBMISSION
302210	Faustino G. Glua High School	302210 Faustino G. Glua High School	0	0	0	NO SUBMISSION
302211	Gabao National High School	302211 Gabao National High School	0	0	0	NO SUBMISSION
302212	Gallanosa National High School	302212 Gallanosa National High School	0	12	0	UNVALIDATED
302213	Gate National High School	302213 Gate National High School	0	0	0	NO SUBMISSION
302214	Gubat National High School	302214 Gubat National High School	0	0	0	NO SUBMISSION
302215	Irosin North National High School	302215 Irosin North National High School	0	0	0	NO SUBMISSION
302216	Lajong NHS	302216 Lajong NHS	0	0	0	NO SUBMISSION
302217	Lungib National High School	302217 Lungib National High School	0	0	0	NO SUBMISSION
302218	Celso F. Falcotelo National High School	302218 Celso F. Falcotelo National High School	0	4	0	UNVALIDATED
302219	Macalaya NHS	302219 Macalaya NHS	0	0	0	NO SUBMISSION
302220	Magallanes National Vocational High School	302220 Magallanes National Vocational High School	0	0	0	NO SUBMISSION
302221	Cagbolo National Vocational High School	302221 Cagbolo National Vocational High School	0	0	0	NO SUBMISSION
302222	Magallanes National High School	302222 Magallanes National High School	0	0	0	NO SUBMISSION
302223	Manlabong National High School	302223 Manlabong National High School	0	0	0	NO SUBMISSION
302224	Manuel T. Sia Memorial High School	302224 Manuel T. Sia Memorial High School	0	0	0	NO SUBMISSION
302225	Matnog National High School	302225 Matnog National High School	0	0	0	NO SUBMISSION
302226	Mayon National High School	302226 Mayon National High School	0	0	0	NO SUBMISSION
302227	Milagrosa National High School	302227 Milagrosa National High School	0	7	0	UNVALIDATED
302228	Oras National High School	302228 Oras National High School	0	0	0	NO SUBMISSION
302229	Palanas National High School	302229 Palanas National High School	0	0	0	NO SUBMISSION

302230	Pilar National Comprehensive High School	302230 Pilar National Comprehensive High School	0	0	0	NO SUBMISSION
302231	PILI NATIONAL HIGH SCHOOL	302231 PILI NATIONAL HIGH SCHOOL	0	0	0	NO SUBMISSION
302232	Prieto Diaz National High School	302232 Prieto Diaz National High School	0	4	0	UNVALIDATED
302233	Quezon National High School	302233 Quezon National High School	0	0	0	NO SUBMISSION
302234	Rizal National High School - Gubat	302234 Rizal National High School - Gubat	0	7	0	UNVALIDATED
302235	Jupi National High School	302235 Jupi National High School	0	0	0	NO SUBMISSION
302236	Salvacion National High School	302236 Salvacion National High School	0	0	0	NO SUBMISSION
302237	San Francisco National High School	302237 San Francisco National High School	0	0	0	NO SUBMISSION
302238	San Isidro National High School (Bulan)	302238 San Isidro National High School (Bulan)	0	0	0	NO SUBMISSION
302239	San Juan Bag-o High School	302239 San Juan Bag-o High School	0	0	0	NO SUBMISSION
302240	San Juan National High School	302240 San Juan National High School	0	0	0	NO SUBMISSION
302241	San Rafael High School, Castilla	302241 San Rafael High School, Castilla	0	5	0	UNVALIDATED
302242	San Roque National High School	302242 San Roque National High School	0	0	0	NO SUBMISSION
302243	Siuton National High School	302243 Siuton National High School	0	0	0	NO SUBMISSION
302244	Del Carmen Memorial High School	302244 Del Carmen Memorial High School	0	0	0	NO SUBMISSION
302245	Sta. Magdalena National High School	302245 Sta. Magdalena National High School	0	0	0	NO SUBMISSION
302246	Sua High School, Matnog	302246 Sua High School, Matnog	0	0	0	NO SUBMISSION
302247	Talaonga National High School	302247 Talaonga National High School	0	0	0	NO SUBMISSION
302248	Tingco National High School	302248 Tingco National High School	0	0	0	NO SUBMISSION
302769	Sablayan High School	302769 Sablayan High School	0	0	0	NO SUBMISSION
310001	Cadandanan National High School	310001 Cadandanan National High School	0	0	0	NO SUBMISSION
310002	J. P. Laurel High School	310002 J. P. Laurel High School	0	0	0	NO SUBMISSION
310003	Guruyan High School	310003 Guruyan High School	0	0	0	NO SUBMISSION
310004	Pandan High School	310004 Pandan High School	0	0	0	NO SUBMISSION
310005	Bagong Sirang High School	310005 Bagong Sirang High School	0	0	0	NO SUBMISSION
310006	Bantayan National High School	310006 Bantayan National High School	0	0	0	NO SUBMISSION

SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools • 2023 Rollout

In relation to the mandate of DO. 26, s. 2022 on the establishment of School Governance Council (SGC) and to ensure that all public schools are able to create functional SGCs, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHRD-SED) shall conduct a monitoring and evaluation of SGCs through the SGC Functionality Assessment Tool ("SGC Tool").

UNDERSTANDING THE SGC FUNCTIONALITY ASSESSMENT TOOL

This **SGC Functionality Assessment Tool** aims to assess the functionality of SGCs in secondary schools. The Tool consists of the following components:

- **Two (2) Main Purposes**
 1. To provide structure for **shared governance**
 2. To provide a **feedback mechanism**
- **Twelve (12) Functionality Indicators**

Functionality indicators are anchored on the two main purposes of the SGC and can be found in Section VII of DO 26, s. 2022. In this SGC Tool, these indicators are grouped according to the functions per purpose. Additionally, a brief description on how the Functionality Indicator can be observed is also included to provide schools with further guidance in establishing functional SGCs.
- **Nineteen (19) Functionality Sub-indicators**

In this SGC Tool, there are seven (7) functionality indicators that have sub-indicators. Sub-Indicators are the specific activities that enable the achievement of their corresponding functionality indicator. These are divided into:

 - A. **Primary Sub-Indicators**, which are the sub-indicators that **determine the achievement** of their corresponding Functionality Indicators, and thus must be met; and
 - B. **Other Sub-Indicators**, which are the sub-indicators that SGCs may comply with, only when the Primary Sub-Indicator is met and applicable.

The result of the assessment shall be used as information in identifying priority areas that may need support and assistance from the different governance levels.

Determining a Functional SGC Through the SGC Functionality Assessment Tool

For an SGC to be considered functional, the Council must be able to **comply with at least 10 out of the 12 (at least 80%) Functionality Indicators** based on the **minimum MOVs** submitted. Thus, at a minimum, functional SGC complies with the following requirements:

1. **Functionality Indicators** without sub-indicators are observed (*Yes to all Functionality Indicators without sub-indicators*);
2. **Primary Sub-Indicators**, under Functionality Indicators with sub-indicators, are observed (*Yes to all Primary Sub-Indicators*);
3. **Minimum MOVs** are submitted.

The **Other Sub-Indicators** are also recommended to be attained to further strengthen the SGC's functionality. **Additional MOVs** may be submitted when available to showcase its advanced practices. In addition, ensure that the MOVs are complete and readily available during data validation of the SDOs and/or BHRD-SED.



SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools • 2023 Rollout

SCHOOL PROFILE

School Name : _____
School ID : _____ Region : _____
Contact Number : _____ Division : _____

SGC PROFILE

Establishment of SGC

Newly-Established SGC

*The school has formed the SGC **after** the issuance of DO 26, s. 2022.
The SGC was established in SY 2022-2023 or later.*

With Existing SGC

*The school already has an SGC **before** the issuance of DO 26, s. 2022
The SGC was restructured in accordance with DO 26, s. 2022.*

Date of Establishment

(Month and Year)

Name of SGC : _____

HOW TO ANSWER THE SGC FUNCTIONALITY ASSESSMENT TOOL (PRINTED)

1. Functionality Indicators

Put a check mark (/) on the appropriate box:

- YES** (if the indicator is met)
 NO (if the indicator is not met)

2. Sub-Indicators

If the Primary Sub-Indicator is not met, no need to proceed to complying with Other Sub-Indicator/s.

3. Means of Verification (MOVs)

Put a check mark (/) on the box that corresponds to the available MOV.

If **YES** to the Functionality Indicator, prepare the corresponding minimum MOVs. To showcase the SGC's advanced practices, Additional MOVs may also be submitted. If **NO**, no need to prepare or present any MOVs. In addition, ensure that the MOVs are complete and readily available when answering the ONLINE SGC Functionality Assessment Tool and during data validation of the SDOs and / or BHRD-SED

SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools • 2023 Rollout

MAIN PURPOSE: STRUCTURE FOR SHARED GOVERNANCE

As a structure for shared governance, the SGC shall be an avenue where the democratic process of consultation with the school's internal and external stakeholders in the decision-making will be observed.

FUNCTION 1:

The SGC serves as a collective and consultative body for school plans, programs, activities, and strategic directions.

FUNCTIONALITY INDICATORS (FI)

1, 2, and 3

FI1 FUNCTIONALITY INDICATOR 1

THE SGC HAS MEMBERS WHO ARE INFORMED OF AND GIVEN THE OPPORTUNITY TO EXERCISE THEIR ROLES AND RESPONSIBILITIES IN THE COUNCIL.

A functional SGC has members who participate in the decision-making process.

FI1A PRIMARY SUB-INDICATOR

- YES
 NO

The SGC has called meetings in order to create a venue for its decision-making process.

If YES, prepare the following MOVs:

Minimum MOVs

- Notice of meeting (at least 1 of 4 Regular Meetings)

Additional MOVs

- Notices of meetings (2 to 4 Regular Meetings)

NOTE If the Primary Sub-Indicator is not met (NO), no need to comply with the Other Sub-Indicators.

FI1B Other Sub-Indicator

- YES SGC members have been inducted and oriented of their roles and responsibilities as members and officers of the Council.
 NO

If YES, prepare the following MOVs:

Minimum MOVs

- Membership / Induction Certificates (7 to 15 voting members) **or**
 SGC Resolution on the Official List of Voting Members (7 to 15 voting members)

Additional MOVs

- Membership / Induction Certificates (non-voting members) **or**
 SGC Resolution on the Official List of Members (non-voting members)

FI1C Other Sub-Indicator

- YES The SGC has organizational chart, including non-voting members, if applicable.
 NO

If YES, prepare the following MOVs:

Minimum MOVs

- Draft / Operative Organizational Chart

Additional MOVs

- Approved / Adopted Organizational Chart

FI2 FUNCTIONALITY INDICATOR 2

THE SGC HAS ESTABLISHED ITS POSITION AS A CONSULTATIVE BODY IN DEVELOPING SCHOOL POLICIES.

A functional SGC has knowledge on the needs of the school as a result of its established consultative relationship with the school's committees as a venue for consultation.

FI2A PRIMARY SUB-INDICATOR

- YES The SGC has participated actively in the formulation of the SIP/AIP and other DepEd programs, projects, and activities.
 NO

If YES, prepare the following MOVs:

Minimum MOVs

- Minutes of Meeting with SPT on SIP / AIP (at least 1 meeting)

Additional MOVs

- Minutes of Meetings with SPT on SIP / AIP (2 or more meetings)
 Minutes of Meeting/s with SPT on other DepEd programs, projects, and activities (at least 1 meeting)
 SGC's Action Plan
 SGC Resolution relative to the indicator (at least 1)

SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools • 2023 Rollout

NOTE If the Primary Sub-Indicator is not met (NO), no need to comply with the Other Sub-Indicators.

F12B	Other Sub-Indicator
<input type="checkbox"/> YES	The SGC has passed recommendations to the School Head regarding concerns, policies, programs, and/or interventions raised by stakeholders.
<input type="checkbox"/> NO	
If YES , prepare the following MOVs:	
Minimum MOVs	Additional MOVs
<input type="checkbox"/> SGC Resolution relative to the indicator (at least 1)	<input type="checkbox"/> SGC Resolutions relative to the indicator (2 or more)

F12C	Other Sub-Indicator
<input type="checkbox"/> YES	The SGC has attended meetings on the importance of upholding the rights of the child.
<input type="checkbox"/> NO	
If YES , prepare the following MOVs:	
Minimum MOVs	Additional MOVs
<input type="checkbox"/> Minutes of Meeting with CPU, CPC, or other similar DepEd organizations (at least 1 meeting)	<input type="checkbox"/> Minutes of Meetings with CPU, CPC, or other similar DepEd organizations (2 or more meetings)
	<input type="checkbox"/> SGC Resolution on promoting the rights of the child (at least 1)

F13	FUNCTIONALITY INDICATOR 3
THE SGC HAS CONDUCTED REGULAR SGC MEETINGS AS PRESCRIBED IN THE DO 26, S. 2022 (IMPLEMENTING GUIDELINES ON THE ESTABLISHMENT OF SCHOOL GOVERNANCE COUNCIL).	
<i>Implementing Guidelines on the Establishment of School Governance Council (DO 26, s. 2022) - Implementing Guidelines on the Establishment of School Governance Council (DO 26, s. 2022)</i>	
F13A	PRIMARY SUB-INDICATOR
<input type="checkbox"/> YES	The SGC has decided matters through a resolution, signed by all SGC voting members.
<input type="checkbox"/> NO	
If YES , prepare the following MOVs:	
Minimum MOVs	Additional MOVs
<input type="checkbox"/> SGC Resolution (at least 1)	<input type="checkbox"/> SGC Resolutions (2 or more)
	<input type="checkbox"/> SGC's Action Plan

NOTE If the Primary Sub-Indicator is not met (NO), no need to comply with the Other Sub-Indicators.

F13B	Other Sub-Indicator
<input type="checkbox"/> YES	Agenda of meetings have included programs, projects, and activities that are supportive of the SIP, AIP, and other school priorities.
<input type="checkbox"/> NO	
If YES , prepare the following MOVs:	
Minimum MOVs	Additional MOVs
<input type="checkbox"/> Minutes of Meeting mentioning meeting agenda (at least 1 meeting)	<input type="checkbox"/> Minutes of Meeting mentioning meeting agenda (2 or more meetings)

F13C	Other Sub-Indicator
<input type="checkbox"/> YES	All regular meetings have been conducted with a quorum of 50%+1 of the total SGC voting membership.
<input type="checkbox"/> NO	
If YES , prepare the following MOVs:	
Minimum MOVs	Additional MOVs
<input type="checkbox"/> Minutes of Meetings specifying required quorum (at least 1 of 4 Regular Meetings)	<input type="checkbox"/> Minutes of Meetings specifying required quorum (2 - 4 Regular Meetings)

F13D	Other Sub-Indicator
<input type="checkbox"/> YES	Regular meetings have minutes.
<input type="checkbox"/> NO	
If YES , prepare the following MOVs:	
Minimum MOVs	Additional MOVs
<input type="checkbox"/> Minutes of Meeting (at least 1 of 4 Regular Meetings)	<input type="checkbox"/> Minutes of Meetings (2 - 4 Regular Meetings)

SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools • 2023 Rollout

FUNCTION 2:

The SGC serves as the overall coordinating body that will synergize, harmonize and put together the work of the different school committees, including but not limited to the SPT, School Disaster Risk Reduction Management (DRRM) Committee, Child Protection Committee (CPC), Supreme Pupil Government / Supreme Student Government, Faculty Club, Non-teaching Association, PTA, Alumni Associations, DepEd-recognized teacher organizations, and National Employees Union at school level, among others.

FUNCTIONALITY INDICATORS (FI)

4 and 5

FI4 FUNCTIONALITY INDICATOR 4

THE SGC HAS ORGANIZED MEETINGS WITH AND ATTENDED MEETINGS OF DIFFERENT SCHOOL COMMITTEES AND ORGANIZATIONS TO ENSURE ALIGNMENT OF WORK.

A functional SGC has ensured the involvement of different school committees and organizations in harmonizing their proposed and existing programs, projects, and activities.

FI4A PRIMARY SUB-INDICATOR

- YES** The SGC has organized meetings with different school stakeholders to harmonize proposed and existing programs, projects, and activities.
- NO**

If YES, prepare the following MOVs:

Minimum MOVs

- Minutes of Meeting with stakeholders on programs, projects, and activities (at least 1 meeting)

Additional MOVs

- Minutes of Meetings with stakeholders on programs, projects, and activities (2 or more meetings)
- SGC's Action Plan
- SGC Resolution relative to the indicator (at least 1)

NOTE If the Primary Sub-Indicator is not met (NO), no need to comply with the Other Sub-Indicators.

FI4B Other Sub-Indicator

- YES** The SGC has been represented in meetings organized by different school committees and organizations.
- NO**

If YES, prepare the following MOVs:

Minimum MOVs

- Any document reporting the discussion from the meeting attended (at least 1 meeting)

Additional MOVs

- Any documents reporting the discussion from the meeting attended (2 or more meetings) **or**
- Copy of the Minutes of Meetings from school committees and organizations

FI4C Other Sub-Indicator

- YES** The SGC has met and discussed with school stakeholders its role as oversight on school planning and resource use.
- NO**

If YES, prepare the following MOVs:

Minimum MOVs

- Minutes of Meetings with different school stakeholders (at least 1 meeting)

Additional MOVs

- Minutes of Meetings with different school stakeholders (2 or more meetings) **or**
- SGC Resolution relative to the indicator (at least 1)

FI5 FUNCTIONALITY INDICATOR 5

THE SGC HAS COORDINATED WITH THE SCHOOL HEAD THE CONCERNS OF THE DIFFERENT SCHOOL COMMITTEES AND ORGANIZATIONS TO SYNCHRONIZE PROGRAMS, PROJECTS, AND ACTIVITIES IN THE SCHOOL.

A functional SGC has been consistent between the different school committees and organizations and the school management.

FI5A PRIMARY SUB-INDICATOR

- YES** The Co-Chairpersons have communicated the direction of the SGC to the School Head.
- NO**

If YES, prepare the following MOVs:

Minimum MOVs

- Copy of the communication / transmittal letter to the School Head reflecting the direction of the SGC

Additional MOVs

- Any document with citations on SGC's recommendation released by the school management / School Head
- School Head's acknowledgment of SGC (SOSA, speeches, newsletter, etc.)

SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools • 2023 Rollout

FUNCTION 3:

The SGC serves as a platform cultivating the spirit of *bayanihan* to support the school and encourage stakeholder participation in the implementation of DepEd policies and programs, while promoting equal opportunity for all regardless of age, gender, disability, marital status, ethnicity, and religious beliefs.

FUNCTIONALITY INDICATORS (FI)

6, 7, and 8

FI6 FUNCTIONALITY INDICATOR 6

THE SGC HAS TAKEN PART IN THE CONDUCT OF NEEDS-BASED AND APPROPRIATE STAKEHOLDER-INITIATED PROGRAMS AND ACTIVITIES I.E., BRIGADA ESKWELA, GULAYAN SA PAARALAN, ETC..

A functional SGC has supported stakeholder-initiated programs and activities by encouraging active participation of the stakeholders.

FI6A PRIMARY SUB-INDICATOR

- YES** The SGC has been involved in the development of stakeholder-initiated programs and activities.
- NO**

If **YES**, prepare the following MOVs:

Minimum MOVs

- Minutes of Meeting with stakeholders on stakeholder-initiated programs and activities (at least 1 meeting)
- Concept note / Project brief, or similar document (at least 1)

Additional MOVs

- Concept note / Project brief, or similar document (2 or more)
- Copy of the project proposal on stakeholder-initiated programs and activities
- SIP, AIP, SRC, and SMEA (specify the page in the reports)

NOTE If the Primary Sub-Indicator is not met (NO), no need to comply with the Other Sub-Indicators.

FI6B Other Sub-Indicator

- YES** The SGC has monitored and evaluated the impact/success of stakeholder-initiated programs and activities.
- NO**

If **YES**, prepare the following MOVs:

Minimum MOVs

- Report on the assessment / monitoring and evaluation of stakeholder-initiated program and/or activity (at least 1 program / activity)

Additional MOVs

- Report on the assessment / monitoring and evaluation of stakeholder-initiated programs and/or activities (for 2 or more programs / activities)
- SIP, AIP, SRC, SMEA, and School Project Monitoring Reports

FI6C Other Sub-Indicator

- YES** The SGC has established linkages with other stakeholders and/or referred potential partners to the School Head.
- NO**

If **YES**, prepare the following MOVs:

Minimum MOVs

- SGC resolution on the referral of the identified potential partner (at least 1 partner)

Additional MOVs

- SGC resolution on the referral of the identified potential partner (2 or more partners)
- Copy of the MOA, DOD, DOA, etc., reflecting the name/s of the referred partner/s (at least 1 partner)

FI7 FUNCTIONALITY INDICATOR 7

- YES** THE SGC HAS RECOMMENDED POLICIES AND PROGRAMS TO THE LOCAL SCHOOL BOARD (LSB) TO STRENGTHEN RELATIONSHIP WITH THE LGU.
- NO**

A functional SGC has improved the LCU's commitment of the school to the school's stakeholders and seek support.

If **YES**, prepare the following MOVs:

Minimum MOVs

- SGC Resolution recommending the SIP to LSB; or
- Any document recommending policy / program to the LSB, based on the SIP

Additional MOVs

- Proof of endorsement of the SGC Resolution to the SDS and transmittal to the LSB

SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools • 2023 Rollout

FI8 FUNCTIONALITY INDICATOR 8

- YES** **THE SGC HAS INVOLVED THE DIFFERENT SECTORS TO ENSURE INCLUSIVE REPRESENTATION OF STAKEHOLDERS IN THE COUNCIL.**
- NO**

A functional SGC has encouraged the participation of school stakeholders from all backgrounds in order to ensure inclusivity among members of the council.

If **YES**, prepare the following MOVs:

Minimum MOVs

- SGC Resolution on involving various sectors

Additional MOVs

- Official list of members with expanded membership (inclusive and diverse in terms of age, gender, religion, ethnicity, and political beliefs)
- SGC Resolution on inclusiveness, diversity, equity, and accessibility

MAIN PURPOSE: FEEDBACK MECHANISM

As a feedback mechanism, the SGC shall be a feedback link between the school stakeholders (learners, parents, and other school stakeholders) and school management (school head and personnel) on school performance and service quality.

FUNCTION 1:

The SGC helps the school improve and sustain its feedback system by strengthening practices that promote stakeholders' participation.

FUNCTIONALITY INDICATORS (FI)

9 and 10

FI9 FUNCTIONALITY INDICATOR 9

- YES** **THE SGC HAS PARTICIPATED IN SCHOOL GENERAL ASSEMBLIES, PTA CONFERENCES, STAKEHOLDER CONVERGENCE, SOSA, AND/OR OTHER STAKEHOLDER ENGAGEMENT ACTIVITIES AND INITIATIVES.**
- NO**

A functional SGC has encouraged open communication among school internal and external stakeholders in order to gather feedback essential to making informed decisions and recommendations.

If **YES**, prepare the following MOVs:

Minimum MOVs

- SGC Report on the issues / concerns raised during school activities / events

Additional MOVs

- Minutes of Meetings (SGC meetings) where issues / concerns are discussed
- Photo documentation of school activities / events

FI10 FUNCTIONALITY INDICATOR 10

- YES** **THE SGC HAS ORGANIZED DISCUSSIONS AND FORUMS THAT INVITE AND INSPIRE STAKEHOLDERS TO ENGAGE AND PARTICIPATE.**
- NO**

A functional SGC has established a platform for communication where school internal and external stakeholders can engage, participate, and provide feedback which will be used as basis for school improvement.

If **YES**, prepare the following MOVs:

Minimum MOVs

- Documentation of the organized / conducted program (at least 1)
- Minutes of the meetings where issues / concerns are discussed

Additional MOVs

- Documentation of the organized / conducted program (2 or more), following the SGC's Calendar of Events (as provided by CO)
- Photo documentation of school activities / events

SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools • 2023 Rollout

FUNCTION 2:

The SGC assists the school in ensuring transparency in its operations and performance, specifically school programs and resources management.

FUNCTIONALITY INDICATOR (FI)

11

FI11 FUNCTIONALITY INDICATOR 11

THE SGC HAS ASSISTED THE SCHOOL IN COMMUNICATING INFORMATION TO THE SCHOOL STAKEHOLDERS THROUGH THE SRC, TRANSPARENCY BOARD, ETC..

The school's SGC has assisted the school in ensuring transparency in its operations and performance, specifically school programs and resources management through the SRC, Transparency Board, etc..

FI11A PRIMARY SUB-INDICATOR

- YES** The SGC has promoted access to school data and information through Transparency Board, SRC, and other reports on operations and performance of school programs and resource management.
- NO** The SGC has promoted access to school data and information through Transparency Board, SRC, and other reports on operations and performance of school programs and resource management.

If **YES**, prepare the following MOVs:

Minimum MOVs

- SGC Resolution on access to information (school data and information)
- SGC's Action Plan on promoting access to information

Additional MOVs

- Advocacy plan on the school's use of the Transparency Board, SRC, and other reports to access school data
- School Head's endorsement on the use of the Transparency Board, SRC, and other reports to access school data
- Photo Documentation of the transparency board or bulletin board

NOTE If the Primary Sub-Indicator is not met (NO), no need to comply with the Other Sub-Indicators.

FI11B Other Sub-Indicator

- YES** The SGC has established alternative communication platform/s (e.g., social media, such as but not limited to Facebook, Twitter, or Instagram, email or text blast, etc.) where information regarding SGC announcements and activities can be accessed from.
- NO** The SGC has established alternative communication platform/s (e.g., social media, such as but not limited to Facebook, Twitter, or Instagram, email or text blast, etc.) where information regarding SGC announcements and activities can be accessed from.

If **YES**, prepare the following MOVs:

Minimum MOVs

- SGC Resolution on the use of approved alternative communication platform/s

Additional MOVs

- SGC's Alternative Communication Platform (with regular updates):
 - Online (Link/s):
 - Website: _____
 - Facebook Page / Group: _____
 - Other Platform/s: _____
 - Offline (Copy of printed materials such as newsletters, posters, pamphlets, tarpaulin banners, etc.)

FUNCTION 3:

The SGC recommends ways of improving the quality of basic education services and school performance to the school management and school planning team, and its means of respecting, protecting, fulfilling, and promoting children's rights in the education context.

FUNCTIONALITY INDICATOR (FI)

12

FI12 FUNCTIONALITY INDICATOR 12

- YES** THE SGC HAS SUGGESTED WAYS OF IMPROVING THE QUALITY OF SIP, AIP, AND OTHER DEPED PROGRAMS, PROJECTS, AND ACTIVITIES.
- NO** THE SGC HAS SUGGESTED WAYS OF IMPROVING THE QUALITY OF SIP, AIP, AND OTHER DEPED PROGRAMS, PROJECTS, AND ACTIVITIES.

The school's SGC has suggested ways of improving the quality of SIP, AIP, and other DepEd programs, projects, and activities.

If **YES**, prepare the following MOVs:

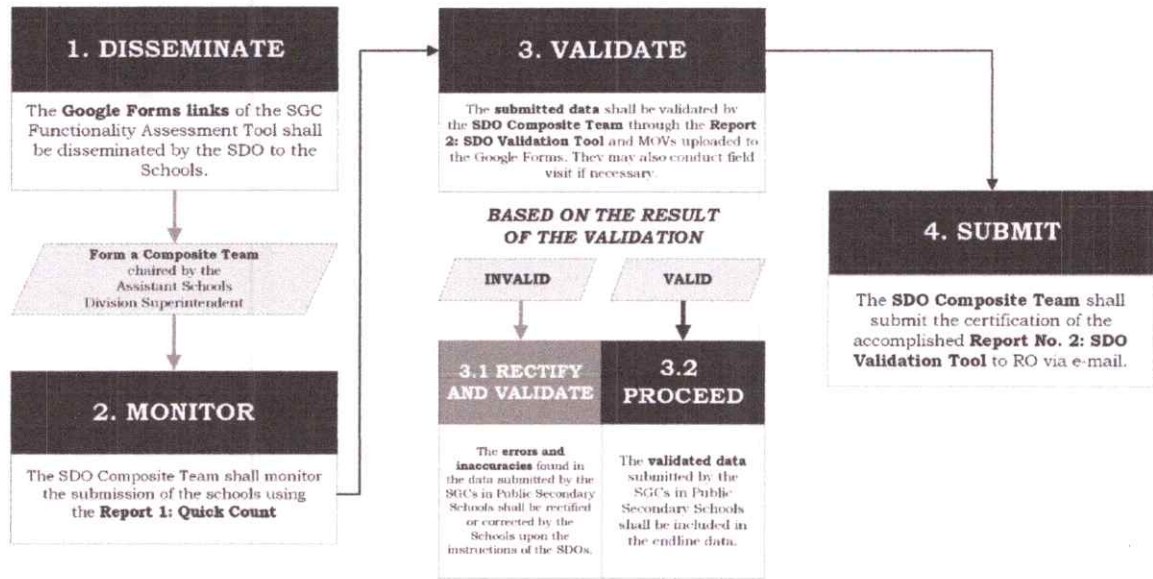
Minimum MOVs

- SGC Resolution on the recommendation on ways of improving the quality of SIP, AIP, and other DepEd programs, projects, and activities (at least 1)

Additional MOVs

- SGC Resolutions on the recommendations on ways of improving the quality of SIP, AIP, and other DepEd programs, projects, and activities (2 or more)

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.

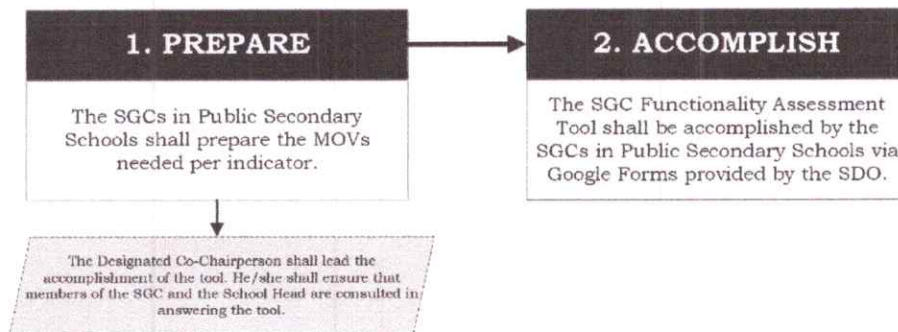
The SDO Composite Team shall have access to **Report No. 1 Quick Count** to have a comprehensive view of the SDO's Accomplishment of the SGC Functionality Assessment Tool. It is a protected sheet that helps track and monitor the accomplishment of each school in the Division.

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 (MOVs). They may conduct a field visit if necessary.

In the event where they find issues on the data submitted by the SGCs, the SDO shall inform the school and rectify the data.

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

Schools



All SGCs of Public Secondary Schools shall answer the Google Forms version of the SGC Functionality Assessment Tool using the link provided by their respective SDO. The Designated Co-Chairperson shall facilitate the accomplishment of the tool. He/she shall ensure that the council and the school head are properly consulted.

Upon accomplishment of the tool, they shall undergo validation conducted by the SDO Composite Team. They shall provide the MOVs requested to ensure compliance with the functionality indicator.