



Republika ng Pilipinas
Kagawaran ng Edukasyon

REHIYON V
TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

ADVISORY

February 26, 2024

DM No. 47, s. 2024 re: Adjustments on the School Governance Council
Functionality Assessment for Public Secondary Schools

This is to inform all concerned SGC the Composite Team members and Secondary SGC Officers with the following changes in schedules due to unavoidable circumstances:

Previous Schedule	New Schedule	Activities	Venue of Mobile Validation
March 6, 2024 (9:00 a.m. to 12:00 p.m.) (1:00 p.m. to 5:00 p.m.)	March 11, 2024 (9:00 a.m. to 12:00 p.m.) (1:00 p.m. to 5:00 p.m.)	Division Validation of Documents on SGC Functionality Assessment	CSNHS Leon Mercado HS
March 7, 2024 (9:00 a.m. to 12:00 p.m.) (1:00 p.m. to 5:00 p.m.)	March 13, 2024 (9:00 a.m. to 12:00 p.m.) (1:00 p.m. to 5:00 p.m.)		Carolina NHS San Isidro NHS
March 8, 2024 (9:00 a.m. to 12:00 p.m.) (1:00 p.m. to 5:00 p.m.)	March 14, 2024 (9:00 a.m. to 12:00 p.m.) (1:00 p.m. to 5:00 p.m.)		Balatas NHS NCSHS
			Con. Peq. NHS NCSAT
			Cararayan NHS Del Rosario
March 11-15, 2024	March 18 - 22, 2024	Completion of Missing Documents	N/A
March 18 - 22, 2024	April 1 - 5, 2024	Uploading of documents in SGC Functionality Assessment Tool	N/A

Attached in this advisory is the Validation Tool to be used by the SGC Composite Team to assess the expected MOVs based from the SGC Functionality Assessment Tool.

All other provision of DM No. 47, s. 2024 remains.

Please be guided accordingly.

SUSAN S. COLLANO CESOV
Schools Division Superintendent



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Enclosure 1

SCHOOL GOVERNANCE COUNCIL FUNCTIONALITY ASSESSMENT TOOL
VALIDATION ACTIVITY CHECKLIST

(The validation checklist is based from the School Governance Council - Functionality Assessment Tool specifically focusing on the expected Means of Verification (MOV) described in the tool. The members of the Division SGC Composite Team will assess all documents based from the prescribed templates issued by BHROD - SED and provide suggestions on how to align and adjust the MOVs presented during the validation visit)

SGC - _____ School Address: _____

FA No.	Means of Verification	Evident	Partially Evident	Not Evident	Opportunity for Improvement
School Profile	Accomplished Form with signature				
STRUCTURE OF SHARED GOVERNANCE:					
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. The SGC has called meetings in order to create a venue for its decision-making process.	A. <u>Primary Sub-Indicator</u> Minimum MOV/s: Minutes of the Meeting (At least 1 of 4 MOM)				
B. SGC members have been inducted and oriented of their roles and responsibilities as members and officers of the Council.	B. <u>Other Sub-Indicator:</u> Minimum MOV/s: 1. Membership / Induction Certificates (7 to 15 voting members); or 2. SGC Resolution on the Official List of Members (7 to 15 voting members).				
C. The SGC has organizational chart, including non-voting members, if applicable.	C. <u>Other Sub-Indicator</u> Minimum MOV/s: 1. Draft / Operative Organizational Chart; or 2. SGC's Quarterly Progress Reports				
FUNCTIONALITY INDICATOR 2: THE SGC HAS ESTABLISHED ITS POSITION AS A CONSULTATIVE BODY IN DEVELOPING SCHOOL POLICIES.					
A. The SGC has participated actively in the formulation of the SIP/AIP and other DepEd programs, projects, and activities.	<u>Primary Sub-Indicator:</u> Minimum MOV/s: 1. Minutes of Meeting with SPT on SIP / AIP (at least 1) 2. SGC's Quarterly Progress Report				
B. The SGC has passed recommendations to the SH regarding concerns, policies, programs, and/or interventions raised by stakeholders.	<u>Other Sub - Indicator:</u> Minimum MOV/s: 1. SGC Resolution on the recommendation (at least 1)				
C. The SGC has attended meetings on the importance of upholding the rights of the child.	<u>Other Sub - Indicator:</u> Minimum MOV/s: 1. Minutes of Meeting with CPU, CPC, or other similar DepEd organizations (at least 1)				

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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).					
A. The SGC has decided matters through a resolution, signed by all SGC voting members.	Primary Sub-Indicator: Minimum MOV/s: 1. SGC Resolution on applicable recommendation (at least 1)				
B. Agenda of meetings have included programs, projects, and activities that are supportive of the SIP, AIP, and other school priorities.	Other Sub - Indicator: Minimum MOV/s: 1. Minutes of Meeting mentioning meeting agenda (at least 1 meeting)				
C. All regular meetings have been conducted with a quorum of 50%+1 of the total SGC voting membership.	Other Sub - Indicator: Minimum MOV/s: 1. Minutes of Meeting mentioning meeting agenda (at least 1 meeting)				
D. Regular meetings have minutes.	Other Sub - Indicator: Minimum MOV/s: 1. Minutes of Meeting (at least 1 out or 4 Regular Meetings)				
FUNCTIONALITY INDICATOR 4: THE SGC HAS ORGANIZED MEETINGS WITH AND ATTENDED MEETINGS OF DIFFERENT SCHOOL COMMITTEES AND ORGANIZATIONS TO ENSURE ALIGNMENT OF WORK.					
A. The SGC has organized meetings with different school stakeholders to harmonize proposed and existing programs, projects, and activities.	Primary Sub-Indicator: Minimum MOV/s: 1. Minutes of Meeting with stakeholders on programs, projects, and activities (at least 1 meeting)				
B. The SGC has been represented in meetings organized by different school committees and organizations.	Other Sub-Indicator: Minimum MOV/s: 1. Any document reporting the discussion from the meeting attended (at least 1 meeting); or 2. SGC's Quarterly Progress Report (indicate page)				
C. The SGC has met and discussed with school stakeholders its role as oversight on school planning and resource use.	Other Sub-Indicator: Minimum MOV/s: 1. Minutes of Meeting with different school stakeholders (at least 1 meeting)				
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. The Co-Chairpersons have communicated the direction of the SGC to the School Head.	Primary Sub-Indicator: Minimum MOV/s: 1. Copy of the communication / transmittal letter to the School Head reflecting the direction of the SGC				
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. The SGC has been involved in the development of stakeholder-initiated programs and activities.	Primary Sub-Indicator: Minimum MOV/s: 1. Minutes of Meeting with stakeholders on stakeholder-			24020223	

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	initiated programs and activities (at least 1 meeting) 2. Concept note / project brief, or similar document (at least 1)				
B. The SGC has monitored and evaluated the impact/success of stakeholder-initiated programs and activities.	Other Sub-Indicator: Minimum MOV/s: 1. Report on the assessment / monitoring and evaluation of stakeholder-initiated program and/or activity (for at least 1 program / activity)				
C. The SGC has established linkages with other stakeholders and/or referred potential partners to the School Head.	Other Sub-Indicator: Minimum MOV/s: 1. SGC resolution on the referral of the identified potential partner (at least 1)				
FUNCTIONALITY INDICATOR 7: THE SGC HAS RECOMMENDED POLICIES AND PROGRAMS TO THE LOCAL SCHOOL BOARD (LSB) TO STRENGTHEN RELATIONSHIP WITH THE LGU.					
<i>A functional SGC has informed the LGU / community of the needs of the school to strengthen relationship and seek support.</i>	Minimum MOV/s: 1. SGC Resolution recommending the SIP to LSB; or 2. Any document recommending policy / program to the LSB, based on the SIP				
FUNCTIONALITY INDICATOR 8: THE SGC HAS INVOLVED THE DIFFERENT SECTORS TO ENSURE INCLUSIVE REPRESENTATION OF STAKEHOLDERS IN THE COUNCIL.					
<i>A functional SGC has encouraged the participation of school stakeholders from all backgrounds or sectors to ensure inclusivity among members of the council.</i>	Minimum MOV/s: 1. SGC Resolution on involving various sectors				
FEEDBACK MECHANISM					
FUNCTIONALITY INDICATOR 1: THE SGC HAS PARTICIPATED IN SCHOOL GENERAL ASSEMBLIES, PTA CONFERENCES, STAKEHOLDER CONVERGENCE, SOSA, AND/OR OTHER STAKEHOLDER ENGAGEMENT ACTIVITIES AND INITIATIVES.					
<i>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.</i>	Minimum MOV/s: 1. SGC Report on the issues / concerns raised during school activities / events				
FUNCTIONALITY INDICATOR 2: THE SGC HAS ORGANIZED DISCUSSIONS AND FORUMS THAT INVITE AND INSPIRE STAKEHOLDERS TO ENGAGE AND PARTICIPATE.					
<i>A functional SGC has established a platform for communication where school internal and external stakeholders can</i>	Minimum MOV/s: 1. Documentation of the organized / conducted program (at least 1) 2. Minutes of the Meeting where			24020223	

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engage, participate, and provide feedback which will be used as basis for school improvement.	issues / concerns are discussed (at least 1 meeting)				
FUNCTIONALITY INDICATOR 2: THE SGC HAS ORGANIZED DISCUSSIONS AND FORUMS THAT INVITE AND INSPIRE STAKEHOLDERS TO ENGAGE AND PARTICIPATE.					
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.	Minimum MOV/s: 1. Documentation of the organized / conducted program (at least 1) 2. Minutes of the Meeting where issues / concerns are discussed (at least 1 meeting)				
FUNCTIONALITY INDICATOR 3: THE SGC HAS ASSISTED THE SCHOOL IN COMMUNICATING INFORMATION TO THE SCHOOL STAKEHOLDERS THROUGH THE SRC, TRANSPARENCY BOARD, ETC..					
A. 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.	Primary Sub-Indicator: Minimum MOV/s: 1. SGC Resolution on access to information (school data and information) 2. . SGC's Action Plan on promoting access to information				
B. 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.	Other Sub-Indicator: Minimum MOV/s: 1. SGC Resolution on the use of approved alternative communication platform/s				
FUNCTIONALITY INDICATOR 4: THE SGC HAS SUGGESTED WAYS OF IMPROVING THE QUALITY OF SIP, AIP, AND OTHER DEPED PROGRAMS, PROJECTS, AND ACTIVITIES.					
A functional SGC has communicated feedback and suggestions to school management in order to improve accomplishment of SIP, AIP, and other programs, projects, and activities.	Minimum MOV/s: 1. SGC Resolution on the recommendation on ways of improving the quality of SIP, AIP, and other DepEd programs, projects, and activities (at least 1 Resolution)				
Validity Form	Printed, signed and notarized Form				

Validated by:

Conforme:

SGC Composite Team Member

SGC Designated Co-Chairperson

SGC Composite Team Member

School Head

SGC Composite Team Member

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