

# 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	s Schedule New Schedule Activities		Venue of Mobile Validation		
March 6, 2024 (9:00 a.m. to 12:00 p.m.)	March 11, 2024 (9:00 a.m. to 12:00 p.m.)	Division Validation of Documents on SGC Functionality	CSNHS Leon Mercado HS		
(1:00 p.m. to 5:00 p.m.)	(1:00 p.m. to 5:00 p.m.)	Assessment	Carolina NHS San Isidro NHS		
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.)		Balatas NHS NCSHS Con. Peq. NHS NCSAT		
March 8, 2024 (9:00 a.m. to 12:00 p.m.) (1:00 p.m. to 5:00	March 14, 2024 (9:00 a.m. to 12:00 p.m.) (1:00 p.m. to 5:00 p.m.)		Cararayan NHS Del Rosario Tinago NHS Sta Cruz NHS		
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.

DEPED. DIVISION OF NAGA CITY
RECORDS SECTION

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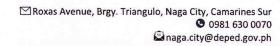
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BY:

SUSAN S. COLLANO CESO V Schools Division Superintendent













# Kagawaran ng Edukasyon

REHIYON V

#### TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

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	S	chool Add	lress:		
FA No.	Means of Verification	Evident	Partially Evident	Not Evident	Opportunity for Improvement
School Profile	Accomplished Form with signature				
STRUCTURE OF SHARED GOVERN	ANCE:			4	
<b>FUNCTIONALITY INDICATOR 1:</b>	THE SGC HAS MEMBERS WHO ARE INFO	RMED OF A	ND GIVEN T	HE OPPORTU	INITY TO EXERCISE
THEIR ROLES AND RESPONSIBILITI	ES IN THE COUNCIL.				
A. The SGC has called meetings in order to create a venue for its decision-making process.	A. Primary Sub-Indicator 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. Other Sub-Indicator: 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. Other Sub-Indicator Minimum MOV/s:  1. Draft / Operative Organizational Chart; or 2. SGC's Quarterly Progress Reports				
<b>FUNCTIONALITY INDICATOR 2:</b> T	HE SGC HAS ESTABLISHED ITS POSITION	AS A CONS	SULTATIVE B	ODY IN DEVE	LOPING SCHOOL
POLICIES.					
A. The SGC has participated actively in the formulation of the SIP/AIP and other DepEd programs, projects, and activities.	Primary Sub-Indicator: 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.	Other Sub - Indicator: 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.	Other Sub - Indicator: Minimum MOV/s:  1. Minutes of Meeting with CPU, CPC, or other similar DepEd organizations (at least 1)			402	0223













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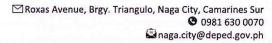
# TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

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 GOVERI	NANCE COUNCIL).			
A. The SGC has decided matters	Primary Sub-Indicator:				
through a resolution, signed by	Minimum MOV/s:				
all SGC voting members.	1. SGC Resolution on applicable		1		
	recommendation (at least 1)				
B. Agenda of meetings have	Other Sub - Indicator:				
included programs, projects,	Minimum MOV/s:				
and activities that are	1. Minutes of Meeting mentioning				
supportive of the SIP, AIP, and	meeting agenda (at least 1 meeting)				
other school priorities.			1		
C. All regular meetings have	Other Sub - Indicator:				
been conducted with a quorum	Minimum MOV/s:				
of 50%+1 of the total SGC voting	Minutes of Meeting mentioning				
membership.	meeting agenda (at least 1 meeting)				
membership.	meeting agenua (at least 1 meeting)				
D. Regular meetings have	Other Sub - Indicator:		+		
minutes.	Minimum MOV/s:				
minutes.					
	1. Minutes of Meeting (at least 1	1			
FINISTICALALITY INDICATOR A TI	out or 4 Regular Meetings)	AND ATTENDED MEE	TINGS OF D	FFFFFNT COULOG	
	HE SGC HAS ORGANIZED MEETINGS WITH	AND ATTENDED MEE	TINGS OF D	FFERENT SCHOOL	
The second secon	NS TO ENSURE ALIGNMENT OF WORK.				
A. The SGC has organized	Primary Sub-Indicator:				
meetings with different school	Minimum MOV/s:				
stakeholders to harmonize	1. Minutes of Meeting with				
proposed and existing	stakeholders on programs, projects,				
programs, projects, and	and activities (at least 1 meeting)		1		
activities.					
в. The SGC has been represented	Other Sub-Indicator:				
in meetings organized by	Minimum MOV/s:				
different school committees and	1. Any document reporting the		1		
organizations.	discussion from the meeting				
	attended (at least 1 meeting); or				
	2. SGC's Quarterly Progress Report				
	(indicate page)				
c. The SGC has met and	Other Sub-Indicator:				
discussed with school	Minimum MOV/s:				
stakeholders its role as	1. Minutes of Meeting with				
oversight on school planning	different school stakeholders (at				
and resource use.	least 1 meeting)				
FUNCTIONALITY INDICATOR 5: T	HE SGC HAS COORDINATED WITH THE SCH	HOOL HEAD THE CON	ICERNS OF T	HE DIFFERENT SCHOOL	
A SECURE OF THE PROPERTY OF TH	NS TO SYNCHRONIZE PROGRAMS, PROJEC				
A. The Co-Chairpersons have	Primary Sub-Indicator:	1	1		
communicated the direction of	Minimum MOV/s:				
the SGC to the School Head.	1. Copy of the communication /				
the Sec to the School Head.	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	Primary Sub-Indicator:				
the development of	Minimum MOV/s:	2	100	0223	
stakeholder-initiated programs	1. Minutes of Meeting with		H U Z	0 2 2 0	
and activities.	stakeholders on stakeholder-				
				1	













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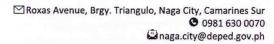
#### TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

	initiated programs and activities (at least 1 meeting)  2. Concept note / project brief, or similar document (at least 1)				
<b>B.</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: T	HE SGC HAS RECOMMENDED POLICIES AN	ND PROGRA	MS TO THE	LOCAL SCH	OOL BOARD (LSB) TO
STRENGTHEN RELATIONSHIP WITH	process and the second				
A functional SGC has informed the LGU / community of the needs of the school to strengthen relationship and seek support.	Minimum MOV/s:  1. SGC Resolution recommending the SIP to LSB; or  2. Any document recommending policy / program to the LSB, based				
Support	on the SIP				
FUNCTIONALITY INDICATOR 8: T	HE SGC HAS INVOLVED THE DIFFERENT SE	ECTORS TO	ENSURE IN	CLUSIVE REI	PRESENTATION OF
STAKEHOLDERS IN THE COUNCIL.	<b>米美国共和国的</b> 国际,1000年来的共和国的基础。				
A functional SGC has	Minimum MOV/s:				
encouraged the participation of	1. SGC Resolution on involving				а
school stakeholders from all	various sectors				- P. 20
backgrounds or sectors to ensure inclusivity among					
members of the council.					
FEEDBACK MECHANISM	L			l	
	HE SGC HAS PARTICIPATED IN SCHOOL G	ENERAL ASS	EMBLIES, P	TA CONFER	ENCES. STAKEHOLDER
	THER STAKEHOLDER ENGAGEMENT ACTI				
A functional SGC has	Minimum MOV/s:				
encouraged open	1. SGC Report on the issues /				
communication among school	concerns raised during school				
internal and external	activities / events				
stakeholders in order to gather feedback essential to making					
informed decisions and					
recommendations.					
FUNCTIONALITY INDICATOR 2: T	HE SGC HAS ORGANIZED DISCUSSIONS A	ND FORUM	VIAL TAHT 2	ITE AND ING	DIRE STAKEHOLDERS
TO ENGAGE AND PARTICIPATE.	712 3 G C T T G C T G C T T T T T T T T T T T	ND TOMOW	o minar mee	TIL AND INC	IN THE STAREFICEDERS
A functional SGC has established	Minimum MOV/s:	T			
a platform for communication	Documentation of the organized				
where school internal and	/ conducted program (at least 1) 2.		2	1020	223
external stakeholders can	Minutes of the Meeting where		<u>_</u>	1071	1223













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engage, participate, and provide	issues / concerns are discussed	(at				
feedback which will be used as	least 1 meeting)					
basis for school improvement.						
<b>FUNCTIONALITY INDICATOR 2:</b> TH	E SGC HAS ORGANIZED DISCUSSION	ONS AND FORUM	AS THAT INVI	TE AND INS	PIRE STAKEH	OLDERS
TO ENGAGE AND PARTICIPATE.						
A functional SGC has established	Minimum MOV/s:					
a platform for communication	1. Documentation of the organi					
where school internal and	/ conducted program (at least 1	) 2.				
external stakeholders can	Minutes of the Meeting where					
engage, participate, and provide	issues / concerns are discussed	(at				
feedback which will be used as	least 1 meeting)					
basis for school improvement.						
FUNCTIONALITY INDICATOR 3: THE		L IN COMMUNIC	CATING INFOR	RMATION T	O THE SCHO	OL
STAKEHOLDERS THROUGH THE SR						
A. The SGC has promoted access	Primary Sub-Indicator:					
to school data and information	Minimum MOV/s:					
through Transparency Board,	1. SGC Resolution on access to					
SRC, and other reports on	information (school data and					
operations and performance of	information)		1			
school programs and resource	2 SGC's Action Plan on promo	ting				
management.	access to information			İ		
B. The SGC has established	Other Sub-Indicator:			1		
alternative communication	Minimum MOV/s:					
platform/s (e.g., social media,	1. SGC Resolution on the use of					
such as but not limited to	approved alternative					
Facebook, Twitter, or Instagram,	communication platform/s					
email or text blast, etc.) where						
information regarding SGC						
announcements and activities						
can be accessed from.			1			
FUNCTIONALITY INDICATOR 4: TI		F IMPROVING TH	E QUALITY OF	F SIP, AIP, A	IND OTHER	DEPED
PROGRAMS, PROJECTS, AND ACTI			<del>,</del>		<b>,</b>	
A functional SGC has	Minimum MOV/s:					
communicated feedback and	1. SGC Resolution on the					
suggestions to school	recommendation on ways of					
management in order to	improving the quality of SIP, AIF	Ρ,				
improve accomplishment of SIP,	and other DepEd programs,	1	1			
AIP, and other programs,	projects, and activities (at least	1	1			
projects, and activities.	Resolution)	1				
Validity Form	Printed, signed and notarized Fo	orm	<u> </u>			
Validated by:		Conforme:				
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SGC Composite Team Member		SGC Design	nated Co-	-Chairp	erson	
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