



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

REHIYON V

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

**ADVISORY**

March 7, 2024

DM No. 47, s. 2024 re: Adjustments on the School Governance Council  
Functionality Assessment for Public Secondary Schools and  
Advisory dated March 26, 2024

Due to unavoidable circumstances, the scheduled validation on March 11, 2024 will be moved to **March 15, 2024**.

Secondary School Heads and SGC Officers are reminded of the following items in preparation for the Division and Regional SGC Functionality Assessment Activities:

1. prepare documents in a separate folder per functionality indicator with proper label;
2. attach Notice of Meeting (NOM) with meeting agenda discussed in the Minutes of the Meeting (MOM);
3. use the prescribed and shared templates with school's header and footer;
4. ensure alignment of contents on the following templates:
  - a. Action Plan
  - b. Concept note
  - c. Quarterly Progress Report
  - d. Documentation report
  - e. Monitoring and evaluation
5. reproduce 7 copies of SGC FAT Validation Activity Checklist to be given to each validator.

Regional SGC Composite Team headed by FTAD Chief Evangeline C. Saculo will conduct document validation on **April 4, 2024** to selected secondary schools.

Please be guided accordingly.

**SUSAN S. COLLANO CESOV**  
Schools Division Superintendent

