



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



October 4, 2023

Division MEMORANDUM
No. 391, s. 2023

**COMPOSITION OF THE SCHOOL GOVERNING COUNCIL (SGC) COMPOSITE
TEAM OF THE SCHOOLS DIVISION OF TABUK CITY**

To: Asst. Schools Division Superintendent
Chief Education Program Supervisors
All other 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 and Regional Memorandum No. 578-2023 on the submission of the SGC Composite Team, this office informs the reconstitution of the Division SGC Composite Team which shall validate the data and verify the results submitted by the schools.

2. The Division School Governing Council Composite Team shall be composed of the following personnel:

Chairperson: Jan Nowel E. Peña
OIC Asst. Schools Division Superintendent

Co-chairpersons: Sally P. Feken
SGOD Chief Education Program Supervisor

Ramonchito A. Soriano
CID Chief Education Program Supervisor

Members: Doddie Marie L. Duclan
Education Program Supervisor, SGOD

Henry M. Alunday
Public Schools District Supervisor

Kenneth A. Atiwag
Senior Education Program Specialist, SMME

Efren Y. Danag
Planning Officer III


3. The roles and functions of the SGC Composite Team are as follows:
- Chairperson** - Manages the overall SGC Monitoring and evaluation process
 - Co-chairpersons** - Plans the details, procedures, or guidelines in validating SGC Functionality

c. Members

- Coordinates and collaborates with the Regional Composite Team and other composite members, and school heads
- Leads/assists in the validation process, or facilitates the smooth conduct of the validation using the SGC-FATSS
- Provides appropriate Technical Assistance (TA) to Secondary Schools
- Consolidates the data, downloads and uploads the data and shall have access to the responses (backends data) of their respective google forms through checking of the Means of Verification (MOVs)
- Conducts field visit if necessary

4. The Composite Team will validate and verify the data submitted by the SGC and in the event where the Team finds issues on the SGC's submitted data such as but not limited to unmet indicators that were identified as met, and indicators identified as met but did not submit the appropriate MOVs, the team shall inform the school to rectify the data. In case the school submitted multiple responses, the team shall consider the latest response as reference for the data.

5. Widest dissemination of and compliance with this memorandum is desired.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent