



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent


18 October 2023

DIVISION MEMORANDUM

No. 425, s. 2023

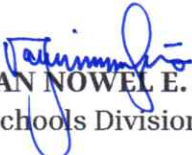
**ASSESSMENT OF THE FUNCTIONALITY OF SCHOOL GOVERNANCE COUNCIL (SGC)
IN ALL SECONDARY SCHOOLS**

To: -Assistant Schools Division Superintendent
-Chief Education Supervisors
-Public School District Supervisors
-School Heads of Public Secondary Schools & Integrated Schools
-All Others Concerned

1. The *Implementing Guidelines on the Establishment of School Governance Council (SGC)* or DepEd Order 26, s. 2022, mandates all public schools to establish their respective SGCs to strengthen the role of school stakeholders as partners in providing learners accessible and quality education, upholding children's rights, and promoting respect and well-being in the learning environment to ensure effective education service delivery.
2. For this, Memorandum DM-UOHROD-1399 entitled, *Rollout of the School Governance Council (SGC) Functionality Assessment Tool for Secondary Schools*, instructs all secondary schools to proceed with the assessment of the functionality of their respective SGCs for School Year 2023-2024. It is recommended that the concerned schools use the hard copy of the Assessment Tool first before completing the **Google Form (Online) version** via <https://tinyurl.com/SGCTool-CAR-TabukCity>.
3. For your guidance, attached is the Ways Forward/SGC Timelines as presented during the orientation held on October 17, 2023 at Las Vegas Hotel. Also, the presentation materials can be downloaded via <https://bit.ly/SGCMATERIALS> or by using this QR Code. 
4. For the guidance and compliance of all concerned.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

FOR THE AUTHORITY OF THE
SCHOOLS DIVISION SUPERINTENDENT


JAN NOWEL E. PEÑA
OIC Asst. Schools Division Superintendent

Encls: As stated
/sgod/smme/kaa/DivM_2023_SGCAssessment-SY2324
October 18, 2023



Ways Forward: SGC Timelines SY 2023-2024

THINGS TO DO	DATE
Start of SGC Tool Roll-Out	September 2023
Roll-out Proper	September 2023 – February 2024
Revisiting school structures/Committees towards Organization of SGC	Oct. 2023
SGC Meeting/Action Planning	Oct. 18-31, 2023
Dissemination of links of online form for submission	Oct. 18-19, 2023
Organize & uploading of applicable/corrected MOVs	Oct 18-24, 2023
1st Progress Check (by Division Office Composite Team, Regional Office Composite Team, Central Office Composite Team)	Oct 25, 2023
Organize & uploading of applicable/corrected MOVs	Oct 26-7, 2023
2nd Progress Check (by DOCT, ROCT, COCT)	Nov 8, 2023
Organize & uploading of applicable/corrected MOVs	Nov 9 to Dec 5, 2023
3rd Progress Check (DOCT, ROCT, COCT)	Dec 6, 2023
Organize & uploading of applicable/corrected MOVs	Dec 7, 2023 – Jan 16, 2024
4th Progress Check (DOCT, ROCT, COCT)	Jan 17, 2024
Organize & uploading of applicable/corrected MOVs	Jan 18-Feb 6, 2024
5th Progress Check (DOCT, ROCT, COCT)	Feb 7, 2024
Conclusion of Roll-out for SY 2023-2024	Feb 28, 2024
Organize & uploading of applicable/corrected MOVs <i>*These may be conducted anytime: Orientation for Elementary Schools, and formulation of SGC internal rules and procedures</i>	Feb 29, 2024 to Mar 4, 2024
Submission of Report No. 2	Mar - Apr 2024
Submission of Report No. 3	May - Jun 2024
Submission of SGC Accomplishment Report	Jun-Jul 2024
Celebrating accomplishments-Awards and Recognition of schools	Jun - Jul 2024