



Republic of the Philippines
Department of Education

Region VII, Central Visayas
Division of Guihulngan City

Office of the Schools Division Superintendent

August 5, 2024

SCHOOLS DIVISION MEMORANDUM

No. **0192** s. 2024

SUBMISSION OF SCHOOL GOVERNANCE COUNCIL (SGC) FUNCTIONALITY ASSESSMENT TOOL SY 2023-2024 FOR THE ELEMENTARY SCHOOLS

To: OIC, Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Cluster Heads
Elementary and Secondary School Heads
All Others Concerned

1. For information and guidance of all concerned, this Office, through the Schools Governance and Operations Division, hereby informs the field the submission of the School Governance Council (SGC) Functionality Assessment Tool Means of Verification (MOVs) SY 2023-2024 for the Elementary Schools.
2. Elementary School Heads are required to submit hard copy and arrange the documentary requirements in one folder per Functionality Indicator. This scheme will help the School Heads in preparing the scanned copy of the MOVs for the online submission.
3. Elementary School Heads must submit the MOVs through the Division Records Section on or before September 6, 2024, at 5 o'clock in the afternoon.
4. For efficient preparation of the MOVs, please see Enclosure 1.
5. The copies of the SGC MOV templates are available through this link: <https://tinyurl.com/SGC-MOVs-Guih>.
6. Widest dissemination of the Memorandum is desired.

ORLANDO G. CADANO, EdD
Schools Division Superintendent

JCRP/SGOD/sgc-fat-elem

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Enclosure 1: MOVs needed for the SGC

List of MOVs for the SGC Functionality Assessment Tool

Folder No.	Functionality Indicator No.	Focus	MOVs	Tabbing	Remarks
1	1 MAIN PURPOSE: STRUCTURE FOR SHARED GOVERNANCE <i>As a structure for shared governance, the SGC shall be an avenue where the democratic process of consultation with the school's internal and external stakeholders in the decision-making will be observed.</i> (Function 1: The SGC serves as a collective and consultative body for school plans, programs, activities, and strategic directions.)	THE SGC HAS MEMBERS WHO ARE INFORMED OF AND GIVEN THE OPPORTUNITY TO EXERCISE THEIR ROLES AND RESPONSIBILITIES IN THE COUNCIL. <i>A functional SGC has members who participate in the decision-making process.</i>		FI-1	
		The SGC has called meetings in order to create a venue for its decision-making process.	Minimum MOVs <input type="checkbox"/> Notice of meeting (at least 1 of 4 Regular Meetings) Additional MOVs <input type="checkbox"/> Notices of meetings (2 to 4 Regular Meetings)	FI-1A	
		SGC members have been inducted and oriented of their roles and responsibilities as members and officers of the Council.	Minimum MOVs <input type="checkbox"/> Membership / Induction Certificates (7 to 15 voting members) or <input type="checkbox"/> SGC Resolution on the Official List of Voting Members (7 to 15 voting members) Additional MOVs <input type="checkbox"/> Membership / Induction Certificates (non-	FI-1B	

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			voting members) or <input type="checkbox"/> SGC Resolution on the Official List of Voting Members <input type="checkbox"/> SGC Resolution on the Official List of Members (non-voting members)		
		The SGC has organizational chart, including non-voting members, if applicable.	Minimum MOVs <input type="checkbox"/> Draft / Operative Organizational Chart Additional MOVs <input type="checkbox"/> Approved / Adopted Organizational Chart	FI-1C	
2	2	THE SGC HAS ESTABLISHED ITS POSITION AS A CONSULTATIVE BODY IN DEVELOPING SCHOOL POLICIES. <i>A functional SGC has knowledge on the needs of the school as a result of its established connection/relationship with the school committees/associations/organizations.</i>		FI-2	
		The SGC has participated actively in the formulation of the SIP/AIP and other DepEd programs, projects, and activities.	Minimum MOVs <input type="checkbox"/> Minutes of Meeting with SPT on SIP / AIP (at least 1 meeting) Additional MOVs <input type="checkbox"/> Minutes of Meetings with SPT on SIP / AIP (2 or more meetings) <input type="checkbox"/> Minutes of Meeting/s with SPT on other DepEd programs, projects, and activities (at least 1 meeting) <input type="checkbox"/> SGC's Action Plan <input type="checkbox"/> SGC Resolution relative to the indicator (at least 1)	FI-2A	
		The SGC has passed recommendations to the School	Minimum MOVs <input type="checkbox"/> SGC Resolution relative to the	FI-2B	

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		Head regarding concerns, policies, programs, and/or interventions raised by stakeholders.	indicator (at least 1) Additional MOVs <input type="checkbox"/> SGC Resolutions relative to the indicator (2 or more)		
		The SGC has attended meetings on the importance of upholding the rights of the child.	Minimum MOVs <input type="checkbox"/> Minutes of Meeting with CPU, CPC, or other similar DepEd organizations (at least 1 meeting) Additional MOVs <input type="checkbox"/> Minutes of Meetings with CPU, CPC, or other similar DepEd organizations (2 or more meetings) <input type="checkbox"/> SGC Resolution on promoting the rights of the child (at least 1)	FI-2C	
3	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). <i>A functional SGC has understood the process of discussing matters that results to the formulation of action plan responsive to school concerns.</i>		FI-3	
		The SGC has decided matters through a resolution, signed by all SGC voting members.	Minimum MOVs <input type="checkbox"/> SGC Resolution (at least 1) Additional MOVs <input type="checkbox"/> SGC Resolutions (2 or more) <input type="checkbox"/> SGC's Action Plan	FI-3A	
		Agenda of meetings have included programs, projects, and activities that are supportive of the SIP, AIP, and other school priorities.	Minimum MOVs <input type="checkbox"/> Minutes of Meeting mentioning meeting agenda (at least 1 meeting) Additional MOVs	FI-3B	

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			<input type="checkbox"/> Minutes of Meeting mentioning meeting agenda 2 or more meetings)		
		All regular meetings have been conducted with a quorum of 50%+1 of the total SGC voting membership.	Minimum MOVs <input type="checkbox"/> Minutes of Meetings specifying required quorum (at least 1 of 4 Regular Meetings) Additional MOVs <input type="checkbox"/> Minutes of Meetings specifying required quorum (2 - 4 Regular Meetings)	FI-3C	
		Regular meetings have minutes.	Minimum MOVs <input type="checkbox"/> Minutes of Meeting (at least 1 of 4 Regular Meetings) Additional MOVs <input type="checkbox"/> Minutes of Meetings (2 - 4 Regular Meetings)	FI-3D	
4	4 (Function 2: The SGC serves as the overall coordinating body that will synergize, harmonize and put together the work of the different school committees, including but not limited to the SPT, School Disaster Risk Reduction Management (DRRM) Committee, Child Protection Committee (CPC), Supreme Pupil Government / Supreme Student	THE SGC HAS ORGANIZED MEETINGS WITH AND ATTENDED MEETINGS OF DIFFERENT SCHOOL COMMITTEES AND ORGANIZATIONS TO ENSURE ALIGNMENT OF WORK. <i>A functional SGC has ensured the involvement of different school committees and organizations in harmonizing their proposed and existing programs, projects, and activities.</i>		FI-4	

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	Government, Faculty Club, Non-teaching Association, PTA, Alumni Associations, DepEd-recognized teacher organizations, and National Employees Union at school level, among others.)				
		The SGC has organized meetings with different school stakeholders to harmonize proposed and existing programs, projects, and activities.	Minimum MOVs <input type="checkbox"/> Minutes of Meeting with stakeholders on programs, projects, and activities (at least 1 meeting) Additional MOVs <input type="checkbox"/> Minutes of Meetings with stakeholders on programs, projects, and activities (2 or more meetings) <input type="checkbox"/> SGC's Action Plan <input type="checkbox"/> SGC Resolution relative to the indicator (at least 1)	FI-4A	
		The SGC has been represented in meetings organized by different school committees and organizations.	Minimum MOVs <input type="checkbox"/> Any document reporting the discussion from the (at least 1 meeting) meeting attended Additional MOVs <input type="checkbox"/> Any documents reporting the discussion from the meeting attended (2 or more meetings) or <input type="checkbox"/> Copy of the Minutes of Meetings from school committees and organizations	FI-4B	

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		The SGC has met and discussed with school stakeholders its role as oversight on school planning and resource use.	Minimum MOVs <input type="checkbox"/> Minutes of Meetings with different school stakeholders (at least 1 meeting) Additional MOVs <input type="checkbox"/> Minutes of Meetings with different school stakeholders (2 or more meetings) or <input type="checkbox"/> SGC Resolution relative to the indicator (at least 1)	FI-4C	
5	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. <i>A functional SGC has been a conduit between the different school committees and organizations and the school management.</i>		FI-5	
		The Co-Chairpersons have communicated the direction of the SGC to the School Head.	Minimum MOVs <input type="checkbox"/> Copy of the communication / transmittal letter to the School Head reflecting the direction of the SGC Additional MOVs <input type="checkbox"/> Any document with citations on SGC's recommendation released by the school management / School Head <input type="checkbox"/> School Head's acknowledgment of SGC (SOSA, speeches, newsletter, etc.)	FI-5A	
6	6	THE SGC HAS TAKEN PART IN THE CONDUCT OF NEEDS-		FI-6	

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	(Function 3: The SGC serves as a platform cultivating the spirit of <i>bayanihan</i> to support the school and encourage stakeholder participation in the implementation of DepEd policies and programs, while promoting equal opportunity for all regardless of age, gender, disability, marital status, ethnicity, and religious beliefs.)	BASED AND APPROPRIATE STAKEHOLDER-INITIATED PROGRAMS AND ACTIVITIES I.E., BRIGADA ESKWELA, GULAYAN SA PAARALAN, ETC.. <i>A functional SGC has supported stakeholder-initiated programs and activities by encouraging active participation of the stakeholders.</i>			
		The SGC has been involved in the development of stakeholder-initiated programs and activities.	Minimum MOVs <input type="checkbox"/> Minutes of Meeting with stakeholders on stakeholder-initiated programs and activities (at least 1 meeting) <input type="checkbox"/> Concept note / Project brief, or similar document (at least 1) Additional MOVs <input type="checkbox"/> Concept note / Project brief, or similar document (2 or more) <input type="checkbox"/> Copy of the project proposal on stakeholder-initiated programs and activities <input type="checkbox"/> SIP, AIP, SRC, and SMEA (specify the page in the reports)	FI-6A	
		The SGC has monitored and evaluated the impact/success of stakeholder-initiated programs and activities.	Minimum MOVs <input type="checkbox"/> Report on the assessment / monitoring and evaluation of stakeholder-	FI-6B	

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			<p>initiated program and/or activity (at least 1 program / activity)</p> <p>Additional MOVs</p> <p><input type="checkbox"/> Report on the assessment / monitoring and evaluation of stakeholder-initiated programs and/or activities (for 2 or more programs / activities)</p> <p><input type="checkbox"/> SIP, AIP, SRC, SMEA, and School Project Monitoring Reports</p>		
		The SGC has established linkages with other stakeholders and/or referred potential partners to the School Head.	<p>Minimum MOVs</p> <p><input type="checkbox"/> SGC resolution on the referral of the identified potential partner (at least 1 partner)</p> <p>Additional MOVs</p> <p><input type="checkbox"/> SGC resolution on the referral of the identified potential partner (2 or more partners)</p> <p><input type="checkbox"/> Copy of the MOA, DOD, DOA, etc., reflecting the name/s of the referred partner/s (at least 1 partner)</p>	FI-6C	
7	7	<p>THE SGC HAS RECOMMENDED POLICIES AND PROGRAMS TO THE LOCAL SCHOOL BOARD (LSB) TO STRENGTHEN RELATIONSHIP WITH THE LGU.</p> <p><i>A functional SGC has informed the LGU / community of the needs of the school to strengthen relationship and seek support.</i></p>	<p>Minimum MOVs</p> <p><input type="checkbox"/> SGC Resolution recommending the SIP to LSB; or</p> <p><input type="checkbox"/> Any document recommending policy / program to the LSB, based on the SIP</p> <p>Additional MOVs</p>	FI-7	

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			<input type="checkbox"/> Proof of endorsement of the SGC Resolution to the SDS and transmittal to the LSB		
8	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 MOVs <input type="checkbox"/> SGC Resolution on involving various sectors Additional MOVs <input type="checkbox"/> Official list of members with expanded membership (inclusive and diverse in terms of age, gender, religion, ethnicity, and political beliefs) <input type="checkbox"/> SGC Resolution on inclusiveness, diversity, equity, and accessibility	FI-8	
9	9	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 MOVs <input type="checkbox"/> SGC Report on the issues / concerns raised during school activities / events Additional MOVs <input type="checkbox"/> Minutes of Meetings (SGC meetings) where issues / concerns are discussed <input type="checkbox"/> Photo documentation of school activities / events	FI-9	
10	10	THE SGC HAS ORGANIZED DISCUSSIONS AND FORUMS THAT INVITE AND INSPIRE	Minimum MOVs <input type="checkbox"/> Documentation of the organized / conducted	FI-10	

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		STAKEHOLDERS TO ENGAGE AND PARTICIPATE. <i>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.</i>	program (at least 1) <input type="checkbox"/> Minutes of the meetings where issues / concerns are discussed Additional MOVs <input type="checkbox"/> Documentation of the organized / conducted program (2 or more), following the SGC's Calendar of Events (as provided by CO) <input type="checkbox"/> Photo documentation of school activities / events		
11	11 (Function 2: The SGC assists the school in ensuring transparency in its operations and performance, specifically school programs and resources management.	THE SGC HAS ASSISTED THE SCHOOL IN COMMUNICATING INFORMATION TO THE SCHOOL STAKEHOLDERS THROUGH THE SRC, TRANSPARENCY BOARD, ETC.. <i>A functional SGC has promoted transparency by utilizing various communication platforms to make school data and information accessible to school stakeholders.</i>		FI-11	
		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.	Minimum MOVs <input type="checkbox"/> SGC Resolution on access to information (school data and information) SGC's Action Plan on promoting access to information Additional MOVs <input type="checkbox"/> Advocacy plan on the school's use of the Transparency Board, SRC, and other reports to access school data <input type="checkbox"/> School Head's endorsement on the use of the Transparency Board, SRC, and	FI-11B	

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			other reports to access school data <input type="checkbox"/> Photo Documentation of the transparency board or bulletin board		
		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.	Minimum MOVs <input type="checkbox"/> SGC Resolution on the use of approved alternative communication platform/s Additional MOVs <input type="checkbox"/> SGC's Alternative Communication Platform (with regular updates): • Online (Link/s): <input type="checkbox"/> Website: <input type="checkbox"/> Facebook Page / Group: <input type="checkbox"/> Other Platform/s: • Offline (Copy of printed materials such as newsletters, posters, pamphlets, tarpaulin banners, etc.)	FI-11C	
12	12 (Function 3: The SGC recommends ways of improving the quality of basic education services and school performance to the school management and school planning team, and its means of respecting, protecting, fulfilling, and promoting children's rights in	THE SGC HAS SUGGESTED WAYS OF IMPROVING THE QUALITY OF SIP, AIP, AND OTHER DEPED PROGRAMS, PROJECTS, AND ACTIVITIES. <i>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.</i>	Minimum MOVs <input type="checkbox"/> SGC Resolution on the recommendation on ways of improving the quality of SIP, AIP, and other DepEd programs, projects, and activities (at least 1) Additional MOVs <input type="checkbox"/> SGC Resolutions on the recommendations on ways of improving the quality of SIP, AIP,	FI-12	

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	the education context.)		and other DepEd programs, projects, and activities (2 or more)		

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