



Republic of the Philippines  
**Department of Education**  
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

ED-DIVISION OF CAGAYAN DE  
CAGAYAN DE ORO CITY  
**RELEASED**  
DATE: JAN 10 2023

Office of the Schools Division Superintendent

05 January 2023

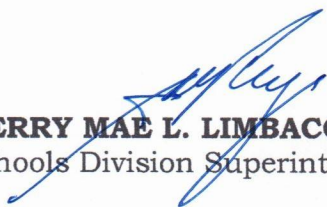
MEMORANDUM

No. 04 s. 2023

TWO-DAY POST CONFERENCE FOR SCHOOL GOVERNANCE COUNCIL (SGC)  
FUNCTIONALITY ASSESSMENT TOOL VALIDATION  
FOR SECONDARY SCHOOLS

TO: Marvin Anthony A. Ramos, School Head, Puerto National High School  
Eleanor Consejo H. Rollan, Division SBM Coordinator

1. In view of Regional Memoranda Nos. 781 and 798 s.2022 relative to the **Two-day Post Conference for School Governance Council (SGC) Functionality Assessment Tool Validation for Secondary Schools**, you are hereby directed to attend the said activity. The said activity shall be held on **January 11 pm to 13 am, 2023** at the **Prawn House Suites and Restaurant, Masterson Avenue, Cagayan de Oro City**.
2. Attached herewith is the aforementioned memoranda for your information and guidance.
3. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, sexual orientation, disability, religion and ethnicity.
4. Immediate dissemination and compliance to this memorandum is required.

  
**CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent

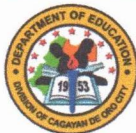
Encl: as stated

Reference: None

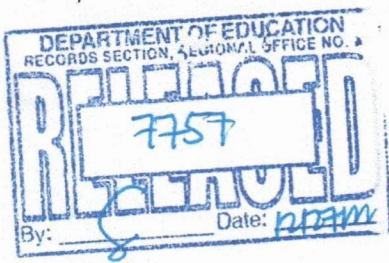
To be indicated in the Perpetual Index  
under the following subjects:

SCHOOL GOVERNANCE COUNCIL (SGC)

ECHR/DM-SGC  
January 05, 2023



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
Telephone: (08822)-8550048  
Email: cagayandeoro.city@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO

22-89603

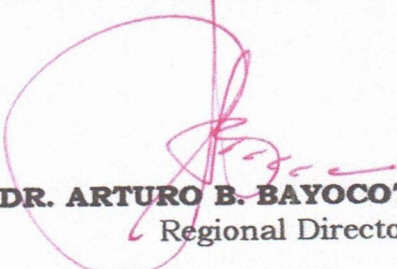
December 27, 2022

REGIONAL MEMORANDUM  
No. 798, s. 2022

CHANGE IN REGIONAL MEMORANDUM NO. 781, S. 2022  
(TWO-DAY POST CONFERENCE FOR SCHOOL GOVERNANCE COUNCIL  
(SGC) FUNCTIONALITY ASSESSMENT TOOL VALIDATION  
FOR SECONDARY SCHOOLS)

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. Regarding **Regional Memorandum No. 781, s. 2022**, dated November 13, 2022, titled **Two-Day Post Conference for School Governance Council (SGC) Functionality Assessment Tool Validation for Secondary Schools**, the activity is moved from **December 27-29** to **January 11 pm-13 am, 2023**.
2. The participants are expected to arrive on January 11 for the opening program at 2:30 p.m. The food provision will start with afternoon snacks and dinner until January 13 with lunch as the last meal.
3. All other provisions in RM No. 781, s. 2022 remain in effect.
4. This Office directs the immediate and wide dissemination of this Memorandum.

  
**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

ATCH.: As stated  
To be indicated in the Perpetual Index  
under the following subject:

SCHOOL-BASED MANAGEMENT TECHNICAL ASSISTANCE

FTAD/lita

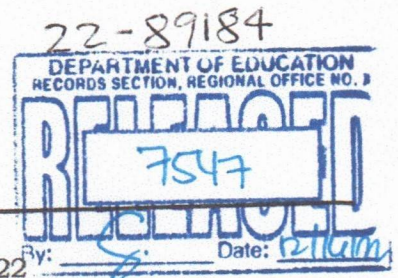


DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City  
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Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO



December 13, 2022

REGIONAL MEMORANDUM  
No. 781, s. 2022

**TWO-DAY POST CONFERENCE FOR SCHOOL GOVERNANCE COUNCIL (SGC)  
FUNCTIONALITY ASSESSMENT TOOL VALIDATION  
FOR SECONDARY SCHOOLS**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

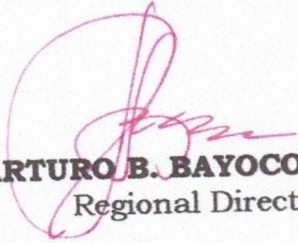
1. The Field Technical Assistance Division (FTAD) of this Office will conduct a Two-Day Post Conference for School Governance Council (SGC) Functionality Assessment Tool Validation for Secondary Schools, as an offshoot of the conducted Orientation and Capacity Building Workshop on the Implementing Guidelines on the Establishment of School Governance Council (SGC) per DMs-OUHROD-2022-0110 and 0291 respectively, at Prawn House Suites and Restaurants, Masterson Avenue, Cagayan de Oro City, on December 27-29.
2. This activity aims to
  - a. provide updates on the appropriate template/spreadsheet to contain the Summary of Validated data,
  - b. monitor the progress of the secondary schools' compliance per Schools Division Office (SDO) with the adoption and/or utilization of the SGC Functionality Assessment Tool, and
  - c. resolve issues and concerns to strengthen advocacy efforts in organizing the School Governance Council.
3. The participants of this activity are the division SBM coordinators and one secondary school principal (preferably one that encountered difficulties in implementing the newly improved organization of the SGC). Further, the identified participants shall fill up the booking form on or before December 20 for accommodation purposes.
4. The participants are advised to bring their laptop, extension wire, and pocket Wi-Fi during the activity.



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5. The SBM coordinators shall present the divisions' progress in complying with the requirements for SGC implementation in secondary schools following the prescribed template.
6. The participants' board and lodging shall be charged to FTAD's training funds while travel expenses shall be charged to local funds, all subject to the usual accounting and auditing rules and regulations.
7. The opening program is on December 27, at 2:30 p.m. Food service will start on the same date with afternoon snacks and dinner until December 29 with lunch as the last meal.
8. Attached are the Activity Matrix for reference, Booking Form and Templates for the Division Progress Report, and Strategic Planning for SGC Implementation.
9. For more information, contact Ms. Lita F. Base, education program supervisor and FTAD focal person, at 0906-505-6219.
10. This Office directs the immediate and wide dissemination of this Memorandum.

  
**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director *gabv*

ATCH.: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

SCHOOL-BASED MANAGEMENT TECHNICAL ASSISTANCE  
SCHOOL GOVERNANCE COUNCIL (SGC)

FTAD/lita

Attachment No. 1 to Regional Memorandum No. 781, 2022

POST-CONFERENCE FOR SCHOOL GOVERNANCE COUNCIL (SGC)  
FUNCTIONALITY ASSESSMENT TOOL VALIDATION  
FOR SECONDARY SCHOOLS

**ACTIVITY MATRIX**

December 27-29, 2022

Day 1 - December 27, 2022

Schedule	Activities	Person Incharge
1:00 A.M. – 5:00 P.M.	Arrival	Eusebio Aguanta EPS, FTAD
	Preliminaries (National Anthem and Prayer)	Maria (Salome) Marisa M. Manlapig EPS, FTAD
	Recognition of Participants	Edith L. Ortega Chief, FTAD
	Statement of Purpose	Arturo B. Bayocot, CESO III Regional Director
	Message	
	<b>Activity 1.</b> Scope and Background of DO 26, s. 2022	Lita F. Base EPS, FTAD
December 28, 2022		
8:00 A.M. -12:00 P.M.	<b>MOL</b>  <b>Activity 2.</b> Presentation on the progress of compliance per Schools Division Office (SDO) on the adoption and/or utilization of the SGC Functionality Assessment Tool  <b>Activity 3.</b> Updates on the appropriate template on Enclosure 3 with sample validated data (per SDO)  (Input: School SGC Functionality Assessment Tool)	Division of Malaybalay Division of Bukidnon Division of Valencia Valencia  14 SBM Coordinators  Ms. Gladys Jean Quijada <b>Facilitator</b>

Documenters :

Day 1 – Ms. Susan Cabahug

Day 2- Mr. Eljune Abucay

Day 3- Ms. Blue De La Cerna

Con't		
Schedule	Activities	Person In-charge
1:00 P.M.- 5:00 P.M.	<p><b>Energizer</b></p> <p><b>Activity 4.</b> Workshop on administering, transferring, validating, and generating of relevant data from school to Enclosure 3</p> <p><b>Activity 5.</b> Strategic Planning for SGC Implementation for 2023 (per SDO)</p>	<p>Division of Camiguin Division of Lanao del Norte Division of Tangub Division of Ozamiz</p> <p>Ms. Susan Cabahug Mr. Blue De la Cerna <b>Facilitators</b></p> <p>Mr. Elljune Abucay Ms. Eleonor Rollan <b>Facilitators</b></p>
<b>December 29, 2022</b>		
8:00 AM - 12:00 PM	<p><b>MOL</b></p> <p>Presentation of SBM-Technical Assistance (TA) Monitoring System</p> <p>Agreement Setting</p> <p>Oath Taking of the Newly Elected officers of the Regional SBM Coordinators Association</p> <p>Closing Message</p>	<p>Division of Iligan City Division of Gingoog City Division of Oroquieta City</p> <p>Mr. Renel Jay Quirit <b>RO-Information Technology Officer</b></p> <p>Mr. Ralph Simon Mabulay Mr. Dennis Fuentes <b>RO, ICT Personnel</b></p> <p>Edith L. Ortega Chief, FTAD</p>

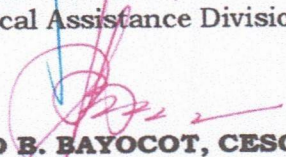
Prepared by:

**LITA F. BASE**  
EPS, FTAD

Recommended by:

  
**EDITH L. ORTEGA, PhD**  
Chief, Field Technical Assistance Division (FTAD)

Approved by:

  
**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

Attachment No. 2 to Regional Memorandum No. 751, 2022

**BOOKING FORM**

Please fill out and email this form immediately at [ftad.region10@deped.gov.ph](mailto:ftad.region10@deped.gov.ph) for facilitation.

<i>Name of Participant</i>	
<i>Contact Number</i>	
<i>Schools Division Office</i>	
<i>Expected Dates:</i>  <i>Start Date</i>  <i>End Date</i>	
<i>Signature</i>	

Division Progress Report

Division	Number of Secondary Schools (JHS + SHS)	Number Integrated Schools	Total	No. of Schools with functional SGCs	%	Remarks

Prepared by:

\_\_\_\_\_  
SBM Coordinator

Recommended by:

\_\_\_\_\_  
SGOD Chief

Approved by:

\_\_\_\_\_  
Schools Division Superintendent



Strategic Planning for SGC Implementation  
(Template)

Areas	Issues and Concerns	Recommendations	Persons Involved	Resources Needed	Time Frame
Policy Support					
Organizational Requirements					
Internal and External Support Mechanism					
Budget & Finance					
Advocacy and Sustainability					