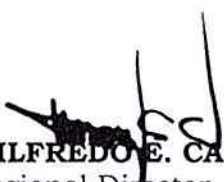




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**  
ORD-2023-00 977

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**

**FROM :**   
**WILFREDO E. CABRAL, CESO III**  
Regional Director

**SUBJECT :** **ROLL-OUT OF THE SCHOOL GOVERNANCE COUNCIL (SGC)  
FUNCTIONALITY ASSESSMENT TOOL FOR THE SECONDARY  
SCHOOLS**

**DATE :** September 28, 2023

1. This has reference to the attached Memorandum DM-OUHROD-2023-1399 dated September 25, 2023 from Hon. Gloria Jumamil-Mercado, Undersecretary for Human Resource and Organizational Development, relative to the conduct of the above-captioned activity.
2. Other details of the said activity are stipulated in paragraphs 1 to 6.
3. For clarifications and other concerns, kindly contact Dr. Jingle A. Lim, Education Program Supervisor, Field Technical Assistance Division (FTAD) through email at [jingle.lim@deped.gov.ph](mailto:jingle.lim@deped.gov.ph).
4. Immediate dissemination of this Memorandum is desired.



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Website: <http://www.depedncr.com.ph>

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Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**

**DM-OUHROD-2023-1399**

**TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED**

**FROM : GLORIA JUMAMIL-MERCADO**  
*Undersecretary for Human Resource and Organizational  
Development*

**SUBJECT : ROLL-OUT OF THE SCHOOL GOVERNANCE COUNCIL (SGC)  
FUNCTIONALITY ASSESSMENT TOOL FOR SECONDARY  
SCHOOLS**

**DATE : 25 September 2023**

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.

The SGC shall function as a structure for shared governance and a feedback mechanism at the school level. It shall serve as an overarching consultative and coordinating body for all committees, associations, and organizations in schools.

In 2022, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) developed the SGC Functionality Assessment Tool that aimed to support the implementation of DepEd Order 26, s. 2022. This tool initially assessed SGC's functionality using the indicators provided in the mentioned policy. The data gathered was used as baseline information on the current context of SGCs and the priority areas that needed support and assistance from the different governance levels.

To check the progress of the SGCs, the BHROD-SED will roll-out the SGC Functionality Assessment Tool for S/Y 2023-2024.

The **SGC Functionality Assessment Tool** consists of the following components:

- **SGC's Main Purposes:**
  1. To provide structure for shared governance
  2. To provide a feedback mechanism

- **SGC Functionality Indicators:**  
Functionality indicators that are anchored on the main purpose of the SGC and can be found in Section VII of DO 26, s. 2022
- **SGC Functionality Sub-indicators**  
The specific activities that shall enable the achievement of their corresponding functionality indicator

In view of the foregoing, the following enclosed documents are issued for guidance and reference:

- Enclosure No. 1 -** SGC Functionality Assessment Tool *(for reference)*
- Enclosure No. 2 -** Process Flow of the Data Collection and Monitoring of the SGC Functionality Assessment Tool
- Enclosure No. 3 -** Report No. 1 – Quick Count
- Enclosure No. 4 -** Report No. 2 – SDO Validation Tool
- Enclosure No. 5 -** Report No. 3 – RO Monitoring Tool
- Enclosure No. 6 -** Schedule of the Roll-Out and Data Collection and Report Generation of the Tool

For School Year 2023-2024, the **SGC Functionality Tool shall be rolled-out to public secondary schools only**. Public Elementary Schools may use the tool for self-assessment in preparation for the roll-out next school year but are **NOT REQUIRED** to accomplish the tool via Google Forms.

For queries and concerns, kindly contact **Ms. Marian Efondo** of **BHROD-SED** through email at **bhrod.sed@deped.gov.ph**.

For dissemination and appropriate action.