



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

**Office of the Schools Division Superintendent**

**August 14, 2023**

**DIVISION UNNUMBERED MEMORANDUM**

**TRAVEL MEMORANDUM**

To: **MARIA TERESA M. ABSIN, PhD, SGOD CHIEF**  
**DANNY A. ASIO, SEPS-SMME**  
**JOSEPHINE D. LABARES, OIC SEPS**  
**FE D. ARANCON, SCHOOL HEAD**  
**IMELDA C. EMANO**

1. In consonance with Regional Memorandum no. 0435, s 2023 dated August 8, 2023, re: **“Progress Monitoring in the Implementation of a Functional School Governance Council (SGC)”** and DepEd Order No. 026, s. 2023 re: **“Implementing Guidelines on the Establishment of School Governance Council”**, you are hereby advised to join the capability building workshop at the National Education Academy of the Phils. (NEAP) Region X, Lapasan, Cagayan de Oro City, on August 29-31,2023.
2. The activity aims to;
  - a. update the status of the implementation of the SGC based on the Functionality Assessment Tool results per Schools Division Offices
  - b. assess divisional reports on Technical Assistance provided responsive to the challenges encountered by the schools and divisions during the divisions’ SGC implementations both in elementary and secondary levels;
  - c. provide technical assistance in navigating the SGC Assessment Functionality Tool and hands-on exercises in accomplishing the reporting templates;
  - d. discuss School Based Management Planning Documents (SIP, AIP, SRC and others) that align with the MATATAG Agenda;
  - e. conduct SWOt Analysis on the low turnouts of schools with functional SGC among secondary schools and identify underlying issues and concerns in the implementation for effective intervention; and
  - f. develop action plans for the prioritization of technical assistance and integration of M and E in the implementation.





Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

3. The participants of this activity are the Division SBM Coordinator, SGC Composite members and Elementary and Secondary School Heads.
4. Furthermore participants are reminded of the following:
  - a. to fill in the attached booking form for accommodation purposes
  - b. to bring laptop, extension wire, and pocket WIFI for hands-on exercises
5. The School Based Management Coordinators shall present the Divisions' initial consolidated SGC Functionality Assessment Results, Reports on TA Provided, and SDO issues and concerns during the divisions' SGC orientations using the attached templates with reference to RM 44, s. 2023.
6. The opening program will be on August 29, at 1:00 pm. Food service will begin on the same day with afternoon snacks until August 31, with lunch as the last meal.
7. Attached is the Activity Matrix for ready reference.
8. Travel, meals, and other expenses are chargeable against Local/Division Funds subject to the usual accounting and auditing, rules, and regulations.
9. For your information, guidance, and compliance.

  
**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent 

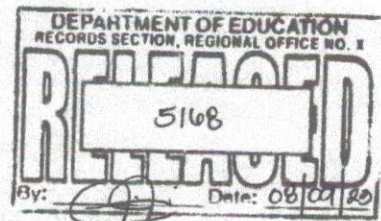
ELO/EGD/sgod/mma-daa-mgm



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.deped.misor.net](http://www.deped.misor.net)  
Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)



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



August 8, 2023

REGIONAL MEMORANDUM  
No. 0435, s. 2023

PROGRESS MONITORING IN THE IMPLEMENTATION OF A FUNCTIONAL  
SCHOOL GOVERNANCE COUNCIL (SGC)

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

1. Regarding **DepEd Order No. 026, s. 2022** re **Implementing Guidelines on the Establishment of School Governance Council** and **Regional Memorandum No. 44, s. 2023** titled **Establishment of School Governance Council**, the Field Technical Assistance Division (FTAD) of this Office will conduct a **Progress Monitoring in the Implementation of a Functional School Governance Council (SGC)** at the National Education Academy of the Philippines (NEAP) Region X, Lapasan, Cagayan de Oro City, on August 29-31.

2. This activity aims to

- a. update the status of the implementation of the School Governance Council (SGC) based on the Functionality Assessment Tool Results (Status of SGC implementation for Secondary) per Schools Division Offices,
- b. assess divisional reports on Technical Assistance (TA) provided responsive to the challenges encountered by the schools and divisions during the divisions' SGC implementations both in elementary and secondary levels,
- c. provide technical assistance in navigating the SGC Assessment Functionality Tool and hands-on exercises in accomplishing the reporting templates (offshoot from SGC General Santos Workshop on August 16-18), and



DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City  
(088) 856-3932 | (088) 881-3137 | (088) 881-3031  
Department of Education Region 10  
region10@deped.gov.ph



NIÑO JOMAR S. CABLAY  
Administrative Officer IV

- d. discuss School-Based Management Planning Documents (SIP, AIP, SRC, and others) that align with the MATATAG Agenda,
  - e. conduct a SWOT analysis on the low turnouts of schools with functional SGC among secondary schools and identify underlying issues and concerns in the implementation for effective intervention, and
  - f. develop action plans for the prioritization of technical assistance and integration of M and E in the implementation.
3. The Participants of the activity:

Participants	No. of Pax	Total
Division SBM Coordinator	Danny 1 per SDO	14
SGC Composite members	Terry Jo Labares 2 per SDO	14 x 2=28
One (1) Secondary principal (Preferably those who did not join the activity on Jan. 11-13, 2023) and One (1) elementary school Principal/SIC/School Head (central/non-central)	Fe D. Aran Con 2 per SDO	14 x 2=28 0917 1K 8090
	Imelda C. Enand	0915 93 20 308
		70

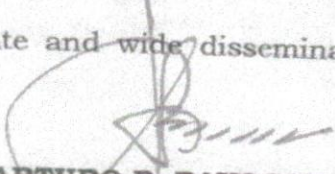
4. Furthermore, the participants are reminded of the following:
- a. To fill in the attached booking form on or before August 15 for accommodation purposes, and
  - b. To bring a laptop, extension wire, and pocket WI-FI for hands-on exercises.
5. A virtual pre-work for the identified Technical Working Groups (TWGs) will be conducted on August 25, at 2:00 p.m. The provision of the link will be done at least a day prior to the scheduled meeting.
6. The School-Based Management Coordinators shall present the divisions' initial consolidated School Governance Council (SGC) Functionality Assessment Results, Reports on TA Provided, and SDOs issues and concerns during the divisions' SGC orientations using the attached templates with reference to RM 44, s. 2023.
7. 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.

8. The opening program will be on August 29, at 1:00 p.m. Food service will begin on the same day with afternoon snacks until August 31, with lunch as the last meal.

9. Please see the attached activity matrix for reference and the booking form for accommodation purposes.

10. For more information, contact Ms. Lita F. Base, education program supervisor, and FTAD focal person, at 0906-505-6219.

11. This Office directs the immediate and wide dissemination of this Memorandum.

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

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

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

RE: Progress Monitoring in the Implementation of a Functional School Governance Council (SGC)  
FTAD/lita

PROGRESS MONITORING IN THE IMPLEMENTATION OF A FUNCTIONAL SCHOOL GOVERNANCE COUNCIL (SGC)

**Activity Matrix**

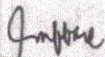
August 29-31, 2023

August 29, 2023 - Wednesday		
Time	Topic	Responsible Person
1:00-1:40 p.m.	<b>Preliminaries</b> National Anthem and Prayer (canned) DepEd Quality Policy (PPT)	<b>Ms. Christene Serina</b> ADAS-1, FTAD
	Recognition of Participants	<b>Lita F. Base</b> EPS, FTAD
	Statement of Purpose	<b>Dr. Edith L. Ortega</b> Chief, Field Technical Assistance Division (FTAD)
	Message	<b>Dr. Arturo B. Bayocot, CESO III</b> Regional Director
	Business Proper	
1:40-5:00 p.m.	<b>Activity 1.</b> SDOs' Presentation of the following: (Reports must be official.)  a. Consolidated SGC Functionality Assessment Tool Results (Status of SGC implementation for Secondary per SDO) endorsed by the SDS,  b. Report on Technical Assistance (TA) provided on challenges encountered by the schools, and  c. SDO issues and concerns during the divisions' SGC orientation in the implementation of SGC with an adjusted Action Plan (Elem and Secondary school heads).	Three (3) members from the SDO SGC Composite team shall take turns in reporting.


August 30, 2023 – Thursday		
Time	Topic	Responsible Person
8:00-8:20 a.m.	MOL	Division of Bukidnon Division of Cagayan de Oro City Division of Camiguin Division of El Salvador City
8:20-12:00a.m.	<b>Activity 2.</b> Context and Background <b>Activity 3.</b> <i>Discussion of the Tool</i> Hands-on Exercise on the Tool	<b>Lita F. Base</b> EPS, FTAD  <b>Ralph Simon Mabulay</b> Computer Programmer II
12:00-1:00 p.m.	Lunch Break	
1:00-3:00 p.m.	<b>Activity 4.</b> <i>Discussion of Report No. 1</i> Hands-on Exercise on Report No. 1	
3:01-5:00 p.m.	<b>Activity 5.</b> <i>Discussion of Report No. 2</i> Hands-on Exercise on Report No. 2  <b>Activity 6.</b> <i>Discussion of Report No. 3</i> Hands-on Exercise on Report No. 3  <b>Activity 7.</b> <i>Discussion of Report No. 4</i> Hands-on Exercise on Report No. 4  <b>Activity 8.</b> Workshop: SWOT analysis on the low turnouts of schools with functional SGC among secondary schools  <b>Activity 9.</b> Action Plan 2023 and presentation of outputs	<b>Danny A. Asio</b> <b>Wenie Nahial</b> Facilitators  <b>Ell June S. Abucay</b> <b>Gladys Quijada</b> Facilitators  <b>Laurencia Liagas</b> QAD, Education Program Supervisor
	QAME	
August 31, 2023 (Friday)		
8:00-8:20 a.m.	MOL	Division of Gingoog City Division of Iligan City Division of Lanao del Norte
9:00-12:00 n.n.	<b>Activity 10.</b> Discussion on School-Based Management Planning Documents (SIP, AIP, SRC and others) aligned with the MATATAG Agenda	<b>Allan A. Mansaladez</b> Chief, PPRD
	Ways Forward	<b>Dr. Edith L. Ortega</b> Chief, FTAD

		Closing Program Division of Malaybalay City Division of Misamis Occidental Division of Oroquieta City Division of Tangub City
--	--	--

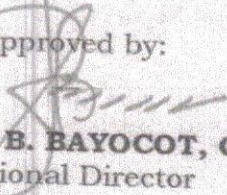
Prepared by:

  
**LITA F. BASE**  
EPS, FTAD

Recommended by:

  
**DR. EDITH B. LAGO-ORTEGA**  
FTAD Chief

Approved by:

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



Attachment No. 2 to Regional Memorandum No. 0435, s. 2023

<b>Technical Working Committees</b>	
Facilitators (Outputs: SWOT and Action Plan)	Chair: Ms Gladys Quijada Members: Mr. Ell June S. Abucay Mr. Denny A. Asio Mr. Wenie H. Nahial
Minutes of the Activity with captured issues and concerns	Chair: Ms. Edelina Eborá Members: Ms. Maricris P. Quismundo Ms. Eleanor Consejo H. Rollan
Tracking of submitted outputs/presentations and reports per SDO (hard copy with signature and soft copy via the link)	Chair: Mr. Redeemer Denapo Members: Mr. Francis Manon-og Ms. Ivy T. Jumawan Ms. Aileen Zaballero
Documentation (photo/soft/hard copy of all submitted reports)	
QAME in charge under the supervision of EPS Laurencia Llagas	Chair: Mr. Philip Perez Members: Ms. Roselle O. Bacasnot Ms. Susan Y. Cabahug

*Note: Outputs must be submitted by the chairs three days after the activity.*



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

Doc. Reference Code		
ROX-FTAD-ORM-F-2023-001		
Rev	Effective	Page
00	4/3/23	1 out of 1

**Consolidated School Governance Council (SGC) Functionality Assessment Tool**

Division	Number of Schools			Total	Number of Schools Compliant to D.O. 26, S. 2022						
					Functional SGC		Non-Functional		Average		
	Elementary	Secondary	Integrated		Elem	Secondary	Elem.	Secondary	Elem	Secondary	
					Number - %	Number - %	Number - %	Number - %			

Submitted by:

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

Verified by:

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

Noted:

\_\_\_\_\_  
 Chair, SGC Composite Team





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

Doc. Reference Code		
ROX - FTAD - ORM - F - 2023 - 002		
Rev	Effective	Page
00	4/3/23	1 out 1

**Report on TA Provided**

Challenges encountered by the schools			Classification				TA Provided	Remarks
Elementary	Secondary	Policy	Organizational Requirements	Internal and External Support Mechanism	Budget and Finance	Advocacy		

Submitted by:

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

Verified by:

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

Noted:

\_\_\_\_\_  
 Chair, SGC Composite Team



**BOOKING FORM**

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

Name of Participant/s

Contact Number

Schools Division Office

Expected Dates:

Start Date

End Date

Signature

*Note: Submit this form on August 15.*