



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

19 September 2023

**SCHOOLS DIVISION MEMORANDUM**

No. 348, s. 2023

**CONSULTATIVE MEETING AND ONLINE TECHNICAL ASSISTANCE IN  
EVALUATING THE SGC MOVs USING THE FUNCTIONALITY  
ASSESSMENT TOOL**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
All Public Elementary and Secondary Schoolheads  
All Others Concerned

1. Pursuant to DepEd Order 26, s. 2022 stating the *Implementing Guidelines in the Establishment of School Governance Council*, this Office will conduct online Consultative Meeting and Provision of Technical Assistance in Evaluating the SGC Documents using the Functionality Assessment Tool on October 3 and 4, 2023 at 3:00pm to 5:00pm..
2. This activity aims to:
  - a. initially assess SGC's functionality and necessary means of verifications to identify priority areas that need support and assistance from the different governance level;
  - b. provide further technical assistance in navigating the tool and accomplishing the report using the prescribed templates; and
  - c. discuss other matters concerning the provision of technical assistance on School Governance Council.
3. Attached is the program schedule of the 2-day online activity. Links will be provided to the schoolheads before the conduct of the activity.
4. Participants to this activity include the Chief Education Supervisors, Education Program Supervisors as Cluster Leaders, all public elementary and secondary Schoolheads and All SGC/SBM Focal persons.
5. For clarification, you may contact the M and E Focal Person through [lamberto.corpuz@deped.gov.ph](mailto:lamberto.corpuz@deped.gov.ph) or at cellphone number 0935 631 0043.





Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

---

6. For information and strict compliance.

**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent

Encl: As stated

Reference: DepEd Order 26, s. 2022

To be indicated in the Perpetual Index

Under the following subjects:

SCHOOL GOVERNANCE  
FUNCTIONALITY

SHARED LEADERSHIP  
TECHNICAL ASSISTANCE

*LPC-sgcMEETING*

*04/September 19, 2023*



Republic of the Philippines

## Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 1 to Schools Division Memorandum No. 348, s.2023

### Program Schedule

Activities	In-charge
Opening Program	Joel G. Dizon EPS II
October 3, 2023, 3pm	
Session 1:	Understanding DepEd Order 26, s. 2022
Session 2:	Identifying Priority Areas for Support
	OPEN FORUM
October 4, 2023, 3pm	
Session 3:	Sharing the identified priority areas and potential strategies to address them
Session 4:	Analyzing sample MOVs, identify errors, and suggest improvements
	OPEN FORUM
Closing Remarks	SDS Johanna N. Gervacio PhD, CESO V