



Republic of the Philippines  
**Department of Education**  
REGION V – BICOL  
SCHOOLS DIVISION OFFICE OF CATANDUANES  
SAN ROQUE, VIRAC, CATANDUANES

DIVISION MEMORANDUM  
No. 540 s.2022

November 17, 2022

**VALIDATION OF SCHOOL GOVERNANCE COUNCIL (SGC) FUNCTIONALITY ASSESSMENT TOOL FOR SECONDARY SCHOOLS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID, SGOD)  
Public Schools District Supervisors/In-charge of Districts  
Public Elementary and Secondary School Heads  
SEPS-SBM Coordinator  
SDO- School Governance Council (SGC) Composite Team  
All Others Concerned

1. Pursuant to Department Memorandum DM-OUHROD-2022-0090 titled **Initial Roll-Out of the School Governance Council (SGC) Functionality Assessment Tool for Secondary Schools**, please be informed that the **Validation of the SGC Functionality Assessment Tool submitted by the Secondary Schools using Google Forms will be on November 22, 2022 at 8:30 in the morning at SGOD Office.**
2. Participants on the Validation of the SGC Tool are the members of the **SDO-SGC Composite Team.**
3. Secondary Schools with uploaded MOVs (meaning your answer in the Assessment Tool is YES) are advised to be ready with the Documents uploaded for possible verification by the SGC Composite Team.
4. Travel and other incidental expenses incurred by the SGC Composite Team are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
5. For information, guidance and compliance.

By the Authority of the Schools Division Superintendent

**MA. LUISA T. DELA ROSA**  
Assistant Schools Division Superintendent  
Officer-In-Charge

SGOD/SMME/SSC  
11/17/22



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