



Republic of the Philippines  
Department of Education  
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

March 4, 2024

DIVISION MEMORANDUM  
No. 118, s. 2024

**REORIENTATION CONFERENCE OF THE SECONDARY SCHOOL HEADS ON THE REVISED PROCESS FLOW OF THE DATA COLLECTION AND REPORT GENERATION OF THE SCHOOL GOVERNANCE COUNCIL FUNCTIONALITY ASSESSMENT TOOL FOR SECONDARY SCHOOLS**

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

1. Pursuant to Memorandum DM-OUHROD-2023-1399, re: Roll-Out of the School Governance Council (SGC) Functionality Assessment Tool for Secondary Schools with subsequent Memorandum DM-OUHROD-2023-1871, re: Revised Process Flow of the Data Collection and Report Generation of the SGC Functionality Assessment Tool, this Office, through the School Governance and Operations Division shall conduct a **Reorientation Conference of the Secondary School Heads on the Revised Process Flow of the Data Collection and Report Generation of the School Governance Council Functionality Assessment Tool for Secondary Schools on March 7, 2024, 8:00 o'clock in the morning for Batch 1 and 1:00 o'clock in the afternoon for Batch 2 at SDO- School Governance and Operations Division (SGOD) Office.**

2. The activity aims to:  
a) orient the participants on the revised process flow of the data collection and report generation of the school governance council functionality assessment tool,  
b) gain knowledge in checking, uploading and validating MOVs, and  
c) other matters

3. Participants in this activity are the Forty-Three (43) Secondary School Heads and the Public Schools District Supervisors/ In-Charge of District (**NO PROXY ALLOWED**), to wit:

Batch 1 – 8:00 am- 12:00nn			
Municipality	No. of PSDS/District-In-charge	No. of Secondary School Heads	TOTAL
Bagamanoc	2	3	5



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Caramoran	2	7	9
Gigmoto	1	3	4
Pandan	2	3	5
Panganiban	1	2	3
Viga	2	4	6
<b>TOTAL</b>	<b>10</b>	<b>22</b>	<b>32</b>

<b>Batch 2 - 1:00pm- 5:00pm</b>			
<b>Municipality</b>	<b>No. of PSDS/District-In-charge</b>	<b>No. of Secondary School Heads</b>	<b>TOTAL</b>
Baras	2	2	4
Bato	2	3	5
San Andres	2	6	8
San Miguel	2	3	5
Virac	2	7	9
<b>TOTAL</b>	<b>10</b>	<b>21</b>	<b>31</b>

4. Expenses relative to monitoring, validation and provision of Technical Assistance of the SDO Composite Team shall be charged against the SDO funds while travel and other incidental expenses of the participants during the orientation and preparation of the SGC-FAT MOVs shall be charged against their school funds subject to the usual accounting and auditing rules and regulations.

5. Enclosed reference are the following documents:

- Enclosure No. 1 - Program of Activities
- Enclosure No. 2a - Schedule of Roll-Out, Data Preparation, Data Collection, Validation and Report Generation of the Tool
- 2b - Schedule of Monitoring, Validation and Provision of Technical Assistance of the Regional Monitors and SDO Composite Team

6. For further clarifications, please contact Sarah S. Chiong, Senior Education Program Specialist, SMME at [sarah.chiong@deped.gov.ph](mailto:sarah.chiong@deped.gov.ph)

7. For dissemination, guidance and compliance.

  
**SOCORRO V. DELA ROSA**  
Schools Division Superintendent

SMMS/SSC  
03/04/2024



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Enclosure No. 1 to Division Memorandum No. 118 s. 2024

**REORIENTATION CONFERENCE OF THE SECONDARY SCHOOL HEADS ON THE  
REVISED PROCESS FLOW OF THE DATA COLLECTION AND REPORT  
GENERATION OF THE SCHOOL GOVERNANCE COUNCIL FUNCTIONALITY  
ASSESSMENT TOOL FOR SECONDARY SCHOOLS**

**PROGRAM MATRIX**

TIME		ACTIVITY	IN-CHARGE
Batch 1	Batch 2		
7:30am- 8:00am	12:30pm- 1:00pm	Registration	Support Staff
8:00am- 8:30am	1:00pm- 1:30pm	Preliminaries <ul style="list-style-type: none"><li>• Philippine National Anthem</li><li>• Prayer</li><li>• Catandungan Hymn</li><li>• Recognition of Participants</li><li>• Welcome Remarks</li></ul>	Program Management Team
8:30am- 11:30am	1:30pm- 4:30pm	Orientation Proper <ul style="list-style-type: none"><li>• Objective of the Orientation Conference</li><li>• Context and Background</li><li>• Discussion of Tool and Templates</li><li>• Data Collection and Report Generation</li></ul>	Program Management Team
11:30am- 11:45am	4:30pm- 4:45pm	Closing	Program Management Team



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Enclosure No. 2 to Division Memorandum No. 118 s. 2024

**SCHEDULE OF ROLL-OUT, DATA PREPARATION, DATA COLLECTION,  
VALIDATION AND REPORT GENERATION OF THE TOOL**

<b>Activity</b>	<b>Date</b>
Division Roll-Out	March 7, 2024
Data Preparation, Data Collection, Validation	March 8-26, 2024
Report Generation and Submission of the Tool-Report No. 2	April 1-30, 2024
Submission of Report No. 3	May 2024

**SCHEDULE OF MONITORING, VALIDATION AND PROVISION OF TECHNICAL  
ASSISTANCE OF THE REGIONAL MONITOR AND SDO COMPOSITE TEAM**

<b>Activity</b>	<b>Date</b>
SDO Composite Team Monitoring, Validation and Provision of TA	March-April, 2024
Regional Monitoring, Validation and Provision of TA	March 20-22, 2024



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