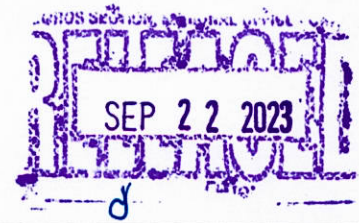




Republic of the Philippines
Department of Education
CARAGA REGION



September 21, 2023

REGIONAL MEMORANDUM
No. 0895, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
DIVISION SBM COORDINATORS
This Region

**SEMINAR-WORKSHOP ON THE UTILIZATION OF SCHOOL GOVERNANCE
COUNCIL (SGC) FUNCTIONALITY ASSESSMENT TOOL**

1. Pursuant to Republic Act (RA) 9155 known as the Governance of Basic Education Act of 2001, the Department of Education issues the Implementing Guidelines on the Establishment of School Governance Council (SGC). This policy is supported with a Functionality Assessment Tool which was piloted to all secondary schools in 2022.
2. After various consultation and inputs from different stakeholders, the tool underwent revision and enhancement and is ready for wide utilization.
3. In this connection, the field is hereby informed of a conduct of a Seminar-Workshop on the Utilization of School Governance Council (SGC) Functionality Assessment Tool which shall be held in Silver Hall, NEAP DepEd Regional Office on October 11-12, 2023.
4. The activity aims to:
 - a. Organize/Reorganize and rename the School Governing Council to School Governance Council.
 - b. Implement DepEd Order No. 26, s. 2022 (Implementing Guidelines on the Establishment of School Governance Council) beginning the next School Year.
 - c. Echo the topic to other school heads in their respective Schools Division Office.
 - d. Familiarize the SGC Functionality Assessment Tool.
 - e. Utilize the SGC Functionality Assessment Tool.
5. The activity shall be participated in by all Division SBM Coordinators and three (3) members of the Division SGC Technical Working Group (TWG), Regional SBM Coordinator, members of the Regional SGC TWG, and Support Staff as reflected in Enclosure 1.
6. The first meal is Breakfast of Day 1 (October 11, 2023) and last meal is dinner of Day 2 (October 12, 2023) as reflected in Enclosure 2.



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7. Participants will be housed in the NEAP Dormitory free of charge. Due to limited space in the Dormitory, it is advised that participants shall confirm their attendance and participation by completing the details in <https://tinyurl.com/SGC-Workshop> on or before October 8, 2023.

8. Meals, snacks, miscellaneous, venue rental, dormitory fees shall be charged to the MOOE 2023 of the Regional Office while travelling expenses and per diem of participants shall be funded by their local funds subject to the usual accounting and auditing rules and procedures.

9. Participants are enjoined to be familiar with the flow of the activity by referring to Enclosure 3.

10. Each SDO is required to bring at least one laptop, extension wire and wifi modem (if available) which shall be used during the workshop.

11. Wide dissemination of this memorandum is desired.

12. For appropriate action.

MARIA INES C. ASUNCION
Director III
Officer In-charge
Office of the Regional Director

Encl/s.: AS STATED

Reference/s: NONE

To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT SEMINAR-WORKSHOP

FTAD/apm
09/21/2023



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Enclosure 1 of RM 0895 s. 2023

PARTICIPANTS TO THE SEMINAR-WORKSHOP ON THE UTILIZATION OF SCHOOL GOVERNANCE COUNCIL (SGC) FUNCTIONALITY ASSESSMENT TOOL

A. Division Level

Division	Participants		
	Division SBM Coordinator	Other Members of the Division SGC Composite Team	Total
Agusan del Norte	1	3	4
Agusan del Sur	1	3	4
Bayugan City	1	3	4
Bislig City	1	3	4
Butuan City	1	3	4
Cabadbaran City	1	3	4
Dinagat Islands	1	3	4
Siargao	1	3	4
Surigao City	1	3	4
Surigao del Norte	1	3	4
Surigao del Sur	1	3	4
Tandag City	1	3	4
Total	12	36	48

B. Regional Level

Office	Participants			
	Regional SBM Coordinator	Other Members of the Division SGC Composite Team	Support Staff	Total
Regional Office	1	3 (FTAD, QAD, CLMD)	2	6



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Enclosure 2 of RM 0895s. 2023

MEAL SCHEDULE
SEMINAR-WORKSHOP ON THE UTILIZATION OF SCHOOL GOVERNANCE
COUNCIL (SGC) FUNCTIONALITY ASSESSMENT TOOL

	Breakfast	Snacks	Lunch	Snacks	Dinner
Day 1 (October 11, 2023)	/	/	/	/	/
Day 2 (October 12, 2023)	/	/	/	/	/



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Detailed Program or Course Matrix

Time		Activity
Start	End	
Day 1 – October 11, 2023 (Day)		
7:00am	8:00am	Arrival, Breakfast and Registration
		Preliminaries
8:01am	9:00am	National Anthem and Prayer
		Welcome Remarks Welcome Remarks
		House Norms and Reminders
		Recognition of Participants
		Message
9:01am	9:30am	Objectives of the workshop
		Discussion of Program Flow
		Groupings
9:31am	10:00am	Activity 1: Context and Background
10:01am	10:15am	Health Break
10:16am	12:00nn	Activity 2: Discussion of the Tool
12:01pm	1:00pm	Lunch Break
1:01pm	3:00pm	Activity 3: Hands-on Exercises on the Tool
3:01pm	3:15pm	Health Break
3:16pm	5:00pm	Activity 4: Discussion of Report No. 1
Day 2 – October 12, 2023 (Day)		
6:30am	8:00am	Breakfast
8:01am	9:00am	Activity 5: Hands-on Exercise on Report No. 1
9:01am	10:00am	Activity 6: Discussion of Report No. 2
10:01am	10:15am	Health Break
10:16am	12:00nn	Activity 7: Hands-on Exercise on Report No. 2
12:01pm	1:00pm	Lunch
1:01pm	2:00pm	Activity 8: Discussion of Report No.3
2:01pm	3:00pm	Activity 9: Hands-on Exercise on Report No. 3
3:01pm	3:15pm	Health Break
3:16pm	4:00pm	Activity 10: Development of Action Plan
4:01pm	4:30pm	Open Forum
4:31pm	5:00pm	Closing

