



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools Division
Superintendent**


DIVISION MEMORANDUM
No. **085**, s. 2024

March 1, 2024

**CORRIGENDUM AND ADDENDUM TO RM NO. 073, S. 2024, “SEQUENCE OF
ACTIVITIES RELATED TO THE DATA COLLECTION AND REPORT GENERATION
OF THE SCHOOL GOVERNANCE COUNCIL (SGC) FUNCTIONALITY ASSESSMENT
TOOL”**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Attached is a Regional Memorandum No. 175, s. 2024 dated March 1, 2024, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate dissemination of this Memorandum is desired.


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Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

No. 175, s. 2024

01 MAR 2024

CORRIGENDUM AND ADDENDUM TO RM NO. 073, S. 2024, "SEQUENCE OF ACTIVITIES RELATED TO THE DATA COLLECTION AND REPORT GENERATION OF THE SCHOOL GOVERNANCE COUNCIL (SGC) FUNCTIONALITY ASSESSMENT TOOL

To: Schools Division Superintendents
 Regional Office (RO) SGC Composite Teams
 Schools Division Office (SDO) SGC Composite Teams
 SGC Policy Expert Team (FTAD Team)

1. In support of the implementation of DO 26, s. 2022, the Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHROD-SED) announced on January 23, 2024 that the accomplishment of the 2023 SGC Functionality Assessment Tool (FAT) is extended from February 15, 2024 to April 30, 2024.

2. Relative to the aforementioned announcement, the FTAD Team in collaboration with the Division SGC Coordinator (or any member of the Division SGC Composite Team), shall conduct Field Technical Assistance (FTA) Visits to random secondary schools with School Governance Councils (SGCs) in different SDOs based on the schedule below:

Date of Visit	Activities/Schools Divisions to be Visited
March 04-08, 2024	Bohol, Tagbilaran City
March 11, 2024	Travel time to Bayawan City
March 12-15, 2024	Bayawan City, Dumaguete City, Negros Oriental, Siquijor
March 16, 2024	Consolidate M&E-TA Reports on March 12-15 with Negros Oriental Division as host
March 17, 2024	Travel time to Canlaon City from Negros Oriental
March 18-22, 2024	Canlaon City, Guihulngan City, Bais City, Tanjay City
March 25-26, 2024	Mandaue City, Lapu-Lapu City
April 01-05, 2024	Cebu, Carcar City, Talisay City, City of Naga, Toledo City, Bogo City, and Danao City
April 08-12, 2024	Cebu City

3. The objectives of the FTA Visits are the following:
- 3.1 monitor and provide technical assistance to random Secondary School Governance Councils (SGCs) on the accomplishments of SGC Functionality Assessment Tool (SGC-FAT);
 - 3.2 monitor and provide TA to SDO SGC Composite Teams on the manual and online validation of submitted SGC documents in the SGC-FAT;
 - 3.3 validate the pre-validated TA Needs of SDOs based on the TA Needs Assessment (TANA) Surveys for DFTATs, schools, and Division Employees from CID, SGOD and OSDS (if time allows)



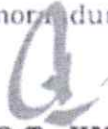
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4. FTAD Team members, including the regional driver (if provided), are entitled of a Compensatory Time Off for each day of each weekend spent travelling and consolidating M&E-TA data.
5. Meals and accommodation of the FTAD Team, Division SGC Coordinator and the vehicle driver (if the SDO or RO provided a vehicle) shall be charged against the RO MOOE downloaded to each schools division intended for monitoring and provision of technical assistance. Transportation and other incidental expenses shall be charged against local MOOE (regional MOOE for FTAD Team and regional driver whereas division MOOE for the Division SGC Coordinator or SDO SGC Composite Team member and Division driver). All the aforementioned expenses are subject to the usual accounting and auditing rules and regulations.
5. Refer to Enclosure 1 for additional announcement and reminders.
6. Immediate and wide dissemination of this memorandum is enjoined.


SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director

TTJ/PYA/FTAD/MLB



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Enclosure to RM No. 175, s. 2024

Additional Announcement and Reminders

1. As of January 22, 2024, the BHROD-SED allows schools to re-accomplish the SGC Functionality Assessment Tool (SGC-FAT) for the SGC Endline Survey. The BHROD-SED shall "refresh" the Report 2: SDO Validation Tool every Friday to display the latest MOV submission of schools. Before validation, the SDOs must refer to the **SGC Re-Accomplishment Monitoring Sheet (RMS)** found in **Report 2** to identify schools who re-accomplished the SGC Tool. The SDOs are required to **update the status of the validation of the MOVs** based on the most recent submission of the schools. SDO SGC Composite Team are enjoined to access the material in this link: <http://tinyurl.com/SDOValidationToolGuide>.
2. Here are some important reminders from the RO SGC Composite Team:
 - 2.1 While the deadline for completing the SGC Functionality Assessment Tool has been extended to April 30, 2024, uploading SGC documents to the SGC FAT in April carries risks. This is particularly true if a large number of schools decide to upload their documents in April. The potential risk includes overloading and straining the SGC FAT, which could lead to system bugs and downtime.
 - 2.2 Let us ensure that most SGCs can upload manually validated documents in March 2024 so that the SDO SGC Composite Teams can expedite the online validation of their documents within March and April 2024.