



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OFFICE
 SAN CARLOS CITY, PANGASINAN



DIVISION MEMORANDUM
 DM-2023- 445

TO: **Assistant Schools Division Superintendent**
CID & SGOD Chiefs
Public Schools District Supervisors
Secondary School Heads
All Others Concerned

Aw
 12.15.2023

FROM: **SHEILA MARIE A. PRIMICIAS, EdD, CESO VI**
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

SUBJECT: **Conduct of the School Governance Council(SGC) Functionality Assessment**
Means of Verifications Validation by the Division SGC Composite Team

DATE: **December 14, 2023**

PARTICULARS

- Relative to the DO No. 26, s. 2023, Conduct of the Implementation of the School Governance Council (SGC) Functionality Tool for Secondary School Heads, this Office, through the Division SGC Composite Team chaired by Dr. Arlene B. Casipit shall conduct the validation of the Means of Verification (MOV) for the 12 Functionality Indicators before it is approved for uploading to the SDO SCC SGC link provided by the Central Office.
- Anent this, the School SGC / SBM Focal person is required to submit the MOVs for the different functionality indicators following the schedule below:

Functionality Indicator	Date Due
Main Purpose: Shared Governance	
Functionality Indicators 1-4	December 27, 2023
Functionality Indicators 5-8	January 9, 2023
Main Purpose: Feedback Mechanism	
Functionality Indicator 1-4	January 16, 2023

Note: If all the MOVs have already been prepared, they may be submitted ahead of schedule to this link in their respective school folder,
<https://drive.google.com/drive/folders/1YKXPouFtpYLDsB6NNDTQ7Qy6lzxmXOi-?usp=sharing>

- Wide dissemination of and strict compliance with this memorandum is enjoined.



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