



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF NUEVA VIZCAYA

11 September 2023

DIVISION MEMORANDUM  
No. 3/4, s. 2023

**DIVISION CAPACITY BUILDING ON THE ASSESSMENT OF  
FUNCTIONALITY OF SCHOOL GOVERNANCE COUNCIL (SGC) AND  
SCHOOL-BASED MANAGEMENT (SBM) EFFECTIVE/BEST PRACTICES**

To: Assistant Schools Division Superintendent  
School Governance and Operations Division Chief  
Curriculum Implementation Division Chief  
Public Schools District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads  
SDO Unit Heads  
All others concerned

1. Pursuant to DO 26, s.2022 or Implementing Guidelines on the Establishment of SGC along with DM-OUHROD-2022-0090 which is the initial Roll-out of the SGC Functionality through an Assessment Tool, the assessment was piloted among the secondary schools last school year. This Office will also determine the functionality of SGC among the elementary schools, hence the conduct of **Capability Building on the Assessment of Functionality of SGC together with the status of the established SBM Effective/Best Practices at SDO Conference Hall, Bayombong, Nueva Vizcaya on September 19 & 26, 2023 at 8:00 in the morning.**
2. The CapB participants and schedule are specified as follows:
  - a. Expected participants
    - PSDS/DICs
    - 6 Elementary School Heads per District
    - Integrated School Heads
  - b. CapB Schedule

Batch	Date	Districts
1	September 19, 2023	Diadi, Bagabag 1 & 2, Villaverde, Quezon, Ambaguio, Solano 1 & 2, Bayombong 1 & 2, Eastern Kayapa & Western Kayapa
2	September 26, 2023	Bambang 1 & 2, Kasibu East & Kasibu West, Dupax Del Norte 1 & 2, Dupax Del Sur, Aritao 1 & 2, Santa Fe, Alfonso Castaneda

3. The activity aims to review the existing and implemented process of establishing the SGC and assess its functionality using the SGC functionality Tool; and determine the status of the established SBM effective and best practices along the different DepED/school programs, activities and projects.



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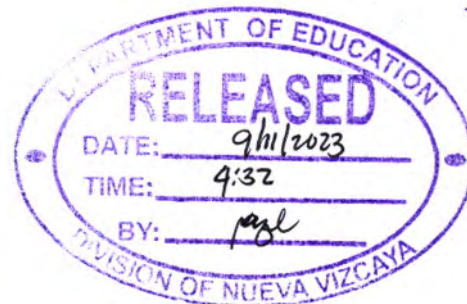
- All participants are requested to bring the list/organizational structure of organized SGC and identified SBM effective/best practices in implementing programs, activities and projects along Leadership and Governance, Curriculum & Learning, Accountability and Continuous Improvement and Management of Resources. Moreover, an advance self-assessment of SGC Functionality may be done through the tool as provided in the link below:

**<https://drive.google.com/drive/folders/1EuBhKYoUqrq8e3bMLbxi85N5ZOR1C6cR?usp=sharing>**

- The meals and snacks of the participants shall be charged against HRTD Funds while the travel expenses shall be charged against local funds subject to usual accounting guidelines, rules, and procedures.
- For information, guidance and compliance.

**ORLANDO E. MANUEL PhD., CESO V**  
Schools Division Superintendent

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