



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
Schools Division of Escalante City



October 6, 2026

DIVISION MEMORANDUM

No. 447, s. 2026

**ROLL-OUT OF THE SCHOOL GOVERNANCE COUNCIL
(SGC) FUNCTIONALITY ASSESSMENT TOOL
FOR PUBLIC ELEMENTARY SCHOOLS**

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Specialists
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Department Memorandum **DM-OUHRODI-2026-3750** dated September 22, 2026, titled *"Roll-Out of the School Governance Council (SGC) Functionality Assessment Tool for Public Elementary Schools,"* this Office directs the division-wide implementation of the SGC Functionality Assessment Tool for FY 2026.
2. In accordance with DepEd Order No. 26, s. 2022 (*Implementing Guidelines on the Establishment of the School Governance Council*), this assessment aims to establish baseline data on the functionality of elementary school SGCs, identify areas needing support, and guide targeted technical assistance across governance levels.
3. For FY 2026, the assessment tool shall be accomplished **exclusively by public elementary schools** via Google Forms. For public secondary schools, technical assistance, validation, and monitoring shall continue through established division modalities.
4. To ensure data accuracy, continuous technical assistance, and compliance with national reporting deadlines, **Division Level Monitoring shall be conducted by the Division SGC Composite Team every second week of the month starting October 2026** until the completion of the cycle.

Period / Date	Activity / Milestone	Responsible Level / Unit
September 29, 2026	Official Division Roll-Out of the SGC Assessment Tool for Elementary Schools	SDO / Elementary Schools
October 2026 (2nd Week)	1st Division Level Monitoring & Validation • Tracking initial school submissions and validating uploaded MOVs. • Technical assistance on Google Drive link settings and MOV compliance.	SDO SGC Composite Team
October 2026 (3rd Week)	Monthly Progress Checking with Regional Office	SDO Focal / RO Focal



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November 2026 (2nd Week)	2nd Division Level Monitoring & Validation Monitoring submission rates and conducting MOV quality checks.	SDO SGC Composite Team
November 2026 (3rd Week)	Monthly Progress Checking with Regional Office	SDO Focal / RO Focal
December 2026 (2nd Week)	3rd Division Level Monitoring & Validation Technical assistance for non-responding or delayed school submissions.	SDO SGC Composite Team
December 2026 (3rd Week)	Monthly Progress Checking with Regional Office	SDO Focal / RO Focal
January 2027 (2nd Week)	4th Division Level Monitoring & Validation Mid-term review of elementary functionality and secondary data updates.	SDO SGC Composite Team
January 2027 (3rd Week)	Monthly Progress Checking with Regional Office	SDO Focal / RO Focal
February 2027 (2nd Week)	5th Division Level Monitoring & Validation Resolving validation remarks and technical concerns.	SDO SGC Composite Team
February 2027 (3rd Week)	Monthly Progress Checking with Regional Office	SDO Focal / RO Focal
March 2027 (2nd Week)	6th Division Level Monitoring & Validation Final review of school submissions prior to system locking.	SDO SGC Composite Team
March 2027 (3rd Week)	Monthly Progress Checking with Regional Office	SDO Focal / RO Focal
March 31, 2027	Closure of Multiple Submission Deletion Log & Closure of Online SGC Assessment Form	Central Office / SDO / Schools
April 2027 (2nd Week)	7th Division Level Monitoring & Data Reconciliation Finalizing entries in SDO Validation & Monitoring Sheets.	SDO SGC Composite Team
April 2027 (3rd Week)	Monthly Progress Checking with Regional Office	SDO Focal / RO Focal
April 30, 2027	Closure of the SGC RO and SDO Spreadsheets	Central Office / SDO
May 5, 2027	Deadline for Submission of Certified SDO Validation Sheet to the RO	SDO SGC Composite Team
May 14, 2027	Deadline for Submission of RO Certifications to Central Office	Regional Office



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5. Please be informed that all personal information collected pursuant to this memorandum shall be treated with utmost confidentiality and processed in accordance with the Data Privacy Act of 2012 (RA 10173). The data collected shall be used solely for official purposes related to this activity and shall be protected through appropriate security measures.
6. For guidance and references, you may access the following links:
- SGC Policy: bit.ly/SGC-FAQs
 - Roll-Out on the SGC Functionality Assessment Tool for ES: tinyurl.com/DMSGCE
7. Immediate dissemination of and compliance with this Memorandum are desired

PETER J. GALIMBA

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Reference : As stated
Enclosure : None
Allotment :

To be indicated in the perpetual index under the following subjects

School Governing Council Functionality Assessment School Heads

A. OLID/ SGOD



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