



Republic of the Philippines  
**Department of Education**  
Region VII – Central Visayas  
Schools Division of CEBU PROVINCE

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Office of the Schools Division Superintendent

October 24, 2023

DIVISION MEMORANDUM  
No. **457**, s. 2023

**CONDUCT OF ORIENTATION ON SCHOOL GOVERNANCE COUNCIL  
FUNCTIONALITY ASSESSMENT TOOL FOR SECONDARY SCHOOL HEADS**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Public Schools District Supervisors/ District-in-Charge  
Heads, Secondary Schools  
All Others Concerned

1. This Office hereby announces the conduct of **“Orientation on School Governance Council (SGC) Functionality Assessment Tool for Secondary School Heads”** on November 9 and 10, 2023 (8:00 AM to 5:00 PM) at Ecotech Center, Sudlon, Lahug, Cebu City.
2. This activity aims to orient and inform the Secondary School Heads on the utilization of SGC Functionality Assessment Tool.
3. Specifically, by the end of this activity, the participants will be able to:
  - implement the guidelines on the establishment of SGCs;
  - recognize and strengthen the role of SGC;
  - function as a structure for shared governance; and
  - provide feedback mechanism at the school level.
4. The Public Schools District Supervisors (PSDS) / OIC District Caretakers are hereby directed to select three (3) participants (preferably secondary school heads) to attend this activity. This activity will be conducted in two (2) batches. See *enclosure 1*.
5. Please refer to the following enclosures for your reference:
  - Enclosure 2 (Program Matrix)
  - Enclosure 3 (Technical Working Group)



Address: IPHO Bldg., Sudlon, Lahug, Cebu City  
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6. Travel, meals, board and lodging, registration fee of one thousand pesos (P1000.00), and other incidental expenses for participants from the Schools will be charged against **SEF/PTA Funds/School MOOE**. Division Personnel participants and Technical Working Group (TWG) meals, board and lodging, registration fee and other incidental expenses will be charged against **Division MOOE**, all subject to the availability of funds and the usual accounting and auditing rules and regulations.

7. The participants from Bantayan Island and Camotes Group of Islands are advised to be at the venue on Day Zero (November 8, 2023 for Batch 1 and November 9, 2023 for Batch 2). Travel, board and lodging, meals and other incidental expenses incurred by the participants on Day zero will be charged against **SEF/School MOOE/other local funds**. The members of the TWG are directed to be at the venue on Day Zero (November 8, 2023) to conduct inspection of the venue and prepare the materials/supplies to be used during this activity. Expenses such as accommodation, meals, and snacks of the TWG members on Day Zero will be charged against **Division MOOE**, all are subject to the availability of funds and the usual accounting and auditing rules and regulations.

8. Medical Section (**Attn.: Dr. Asterterrie Bernales & Dr. Virgilio C. Tantuico**) is hereby directed to assign at least two (2) nurses to be at the training venue throughout the entire activity.

9. This Memorandum serves as **Authority to Travel** of the participants, division personnel and members of the technical working group (TWG).

10. Immediate dissemination of and compliance with this Memorandum is desired.



**SENEN PRISCILO P. PAULIN, CESO V**  
Schools Division Superintendent

SSP/SGOD/GSB/nag



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Enclosure 1 to Division Memorandum No. \_\_\_\_\_, s. 2023

	<b>November 9, 2023 (Batch 1)</b>	<b>November 10, 2023 (Batch 2)</b>
1	Alcantara	Dumanjug I
2	Alcoy	Dumanjug II
3	Alegria	Ginatilan I
4	Aloguinsan	Liloan
5	Arago I	Malabuyoc
6	Argao II	Medellin
7	Asturias I	Minglanilla I
8	Asturias II	Minglanilla II
9	Badian	Moalboal
10	Balamban I	Oslob
11	Balamban II	Pilar
12	Bantayan I	Pinamungajan I
13	Bantayan II	Pinamungajan II
14	Barili I	Poro
15	Barili II	Ronda
16	Boljoon	Samboan
17	Borbon	San Fernando I
18	Carmen	San Fernando II
19	Catmon	San Francisco
20	Compostela	San Remegio I
21	Consolacion I	San Remegio II
22	Consolacion II	Santander
23	Cordova	Sibonga
24	Daanbantayan I	Sogod
25	Daanbantayan II	Tabogon
26	Dalaguete I	Tabuelan
27	Dalaguete II	Tuburan I
28	Sta Fe	Tuburan II
29	Madridejos	Tudela



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**Program Matrix**

Time	Activities	Person/Group-in-Charge
7:30-8:30	Part I : Registration	Mr. Romeo Banaay Mrs. Mary Ann Celino Mr. Aniel Loquellano
8:30-9:30	Part II : Opening Program	
	National Anthem & Sugbo Hymn	AVP
	Prayer	AVP
	Welcome Message & Rationale	Gladys S. Balagtas, EdD OIC – SGOD Chief
	Acknowledgment of Participants	Roderic Goles, PhD SEPS – M & E
	Inspirational Message	Senen Priscilo P. Paulin, CESO V SDS
<b>ACTIVITY PROPER</b>		
9:30	SGC at Glance	Selected SGOD Personnel
	DepEd Order 26, s. 2022	Selected SGOD Personnel
12:00-1:00	LUNCH	
1:00-3:00	SGC Functionality Assessment Tool	Selected SGOD Personnel
3:00-5:00	Open Forum	Mrs. Niñaly A. Gesim PDO I
	Ways Forward	
	Closing Remarks	Dr. Gladys S. Balagtas OIC-SGOD Chief
<b>EMCEE: Dr. Norman O. Blanco</b>		



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**Technical Working Group**

Over-all Management/ Committee Chairman	Senen Priscilo P. Paulin, CESO V SDS
Vice-Chairman	Dr. Fay C. Luarez, ASDS Dr. Lorenzo M. Dizon, ASDS Dr. Victor A. Ybañez, OIC-ASDS
Program Coordinators	Dr. Mary Ann P. Flores, CID Chief Dr. Gladys S. Balagtas, OIC-SGOD Chief
Program / Invitation	Mr. Emmanuel Mendoza, ICT Mrs. Niñaly A. Gesim, PDO I Mr. Mark J. Alquizola, PDO I Mr. Nahershalalhashbas M. Auman, EPS II - SocMob
Quality Assurance, Monitoring and Evaluation Associates	Dr. Gerardo Mantos, EPSvr Dr. Roderic Goles, SEPS – M&E Dr. Norman o. Blanco, EPS II – M&E
Finance Officer	Romeo A. Go, CPA Ms. Ma. Teresa Peralta
Health Protocol Officers	Assigned Nurse from the Medical Section
Logistic/ Documenters/ Registrations	Mr. Louie G. Monteroso, SEPS - HRD Dr. Desiree A. Mamugay, EPS II - HRD Mr. Romeo J. Banaay, ADA VI Mrs. Mary Ann B. Celino, ADAS II



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