



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM

No. **788**, s. 2023

September 7, 2023

**MONITORING TOOL FOR THE CONDUCT OF SCHOOL GENERAL ASSEMBLY AT THE  
BEGINNING OF SY 2023-2024**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
**All Others Concerned**

1. Pursuant to RM 0634,s.2023 titled, "**Monitoring Tool For The Conduct Of School General Assembly At The Beginning Of SY 2023-2024**", this Office through the School Governance Operations Division (SGOD) hereby announces the utilization of the monitoring tool for the conduct of the school general assembly at the onset of the current school year.
2. School Principals are requested to submit the Schools' General Assembly Schedule to the SGOD Office not later than September 22,2023.
3. Please find enclosure for the monitoring tool.
4. For your information, guidance and compliance.

  
**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent 

WDB/EQAJR/MCC/etc



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol  
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177  
(038)427-6718; (038)544-2147  
Email Address: tagbilarancity.division@deped.gov.ph



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

**MONITORING TOOL FOR SCHOOL GENERAL ASSEMBLY (SGA)**

**I. Introduction.** This tool is used to monitor the conduct of the first school general assembly, pursuant to DepEd Order No. 22, s. 2023, *“Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024”*, which will serve as basis for the provision of technical guidance or assistance.

**II. Checklist.** Below are the indicators necessary for the conduct of the SGA. Please accomplish the table below by checking each indicator if it is presented/ not presented.

School: \_\_\_\_\_ District: \_\_\_\_\_

Items to Present	Presented (Pls check)		State the hindering factor/s if not presented (remarks should come from the SH)	Output Sample: (PPT, Photos by Grade level, attendance (parents/community, Teachers) by grade level)
	YES	NO		
<i>The school oriented the stakeholders on...</i>				
DepEd Mission				
DepEd Vision				
DepEd Core values				
School Curriculum (K-12)				
<i>Subjects/ Key Stages</i>				
<i>Assessment/ Grading System</i>				
<i>Special Curricular Programs</i>				
School Calendar of Activities				
School Policies and Discipline				
<i>Learners' Support Services</i>				
<i>Oplan Kalusagan (OK) sa DepEd</i>				
<i>School-Based Feeding Program (SBFP)</i>				
<i>National Drug Education Program (NDEP)</i>				
<i>Adolescent Reproductive Health Education (ARH)</i>				
<i>Water, Sanitation, and Hygiene (WASH) in Schools (WinS)</i>				



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
 Telephone Number: 639457623193 local 700





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

Items to Present	Presented (Pls check)		State the hindering factor/s if not presented (remarks should come from the SH)	Output Sample: (PPT, Photos by Grade level, attendance (parents/community, Teachers) by grade level)
	YES	NO		
<b>Learners' Support Services continued ...</b>				
Mental Health Awareness Program				
Medical, Dental, and Nursing Services				
Sports Program				
Scouting				
Guidance Services				
Youth Formation Programs				
School Clubs or Organizations				
Supreme Pupil Government (SPG )/ Supreme Student Government (SSG)				
Campus Journalism				
Remedial Instruction				
Home Visitation				
Adopt-a-School Program				
Others (Please specify):				
<b>School Report Card (SRC)</b> (for the last 3-years-Comparative)				
<b>A. School Profile</b>				
1. Enrolment				
2. Health and Nutrition Status				
3. Learners' Materials				
4. Teachers' Professional Development				
5. Funding Sources				
6. School Awards and Recognitions				
<b>B. Performance Indicators</b>				
7. Drop out Rate				
8. Promotion Rate				



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
 Telephone Number: 639457623193 local 700

DepEd Tayo Region VII

region7.deped.gov.ph



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

Items to Present	Presented (Pls check)		State the hindering factor/s if not presented (remarks should come from the SH)	Output <i>Sample: (PPT, Photos by Grade level, attendance (parents/community, Teachers) by grade level)</i>
	YES	NO		
<b>School Report Card (SRC) continued ...</b>				
<b>Performance Indicators</b>				
9. National Achievement Test (NAT) by Mean Percentage Score (MPS)				
10. Literacy Level				
11. School-Based Management Assessment Level				
12. Child Friendly School Survey Result				
13. Stakeholders' Participation				
14. Learner-Teacher Ratio				
15. Learner-Classroom Ratio				
16. Learner-Toilet Ratio				
17. Learner-Seat Ratio				
<b>C. Status of School Projects</b>				
18. Status of Continuous Improvements (CI) Projects				
19. Other stakeholders' accomplishment				

**Other information observed during the SGA**

**A. Remarkable Observations/ Notable Practices**

- 1.
- 2.
- 3.

**B. Areas Need Improvement**

- 1.
- 2.
- 3.

Monitored by:

Conforme:

SGOD Chief

School Head

Date: \_\_\_\_\_

Date: \_\_\_\_\_



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
 Telephone Number: 639457623193 local 700

DepEd Tayo Region VII

region7.deped.gov.ph