



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

**Office of the Schools  
Division  
Superintendent**

DIVISION MEMORANDUM

No. 141 , s. 2024

March 5, 2024

**DIVISION SEQUENCE OF ACTIVITIES RELATED TO THE DATA COLLECTION  
AND REPORT GENERATION OF THE SCHOOL GOVERNANCE COUNCIL (SGC)  
FUNCTIONALITY ASSESSMENT TOOL**

To: All Public Secondary School Principals  
Division SGC Composite Team  
Senior Education Program Specialist – M & E  
Education Program Specialist II – M & E  
Division Driver Designate  
All Others Concerned

1. Relative to the Corrigendum and Addendum to Regional Memorandum No. 073 s. 2024 titled “Sequence of Activities Related to the Data Collection and Report Generation of the School Governance Council (SGC) Functionality Assessment Tool” , the FTAD Team of RO7 will conduct a Field Technical Assistance (FTA) visit to all Secondary schools with School Governance Councils (SGCs) in Tagbilaran. The schedule as follows:

<b>Date of Visit March 8, 2024</b>	<b>Schools to be Visited</b>
8:00 AM-9:00AM	Cogon National High School
9:00 AM-10:00AM	Tagbilaran City Science High School
10:00AM-11:00AM	Mansasa National High School
11:00AM-12:00 NN	Dr. Cecilio Putong National High School (Junior HS Campus)
1:00 PM – 2:00 PM	Tagbilaran City High School for the Hearing Impaired
2:00 PM – 3:00 PM	Manga National High School
3:00 PM – 4:00 PM	San Isidro National High School
4:00 PM – 5:00 PM	Division Office

3. The objectives of the FTA visit are the following:

3.1 monitor and provide technical assistance to all Secondary School Governance Councils (SGCs) on the accomplishments of SGC Functionality Assessment Tool (SGC-FAT);



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3.2 monitor and provide TA to the schools SGC Composite Teams on the manual and online validation of submitted SGC documents in the SGC-FAT;

3.3 validate the pre-validated TA needs of schools based on the TA Needs Assessment (TANA) Surveys for DFTATs, schools, and Division Employees from CID, SGOD, and OSDS (if time allows)

3. Meals and accommodation of the FTAD Team, Division SGC Coordinator and the vehicle driver (if the SDO or RO provided a vehicle) shall be charged against the RO MOOE Fund downloaded to the Division Accounting Office under Account Code 5020201002(MOOE). Transportation and other incidental expenses shall be charged against local MOOE (Regional MOOE for FTAD Team and regional Drivers whereas division MOOE for the Division SGC Coordinator or Division SGC Composite Team member and Division driver). All the expenses are subject to the usual accounting and auditing rules and regulations.

4. Wide dissemination of this Memorandum is desired.

For and in behalf of:

WILFREDA D. BONGALOS PhD CESO V  
Schools Division Superintendent



**MAURINE C. CASTAÑO CESE**  
SGOD Chief, Officer In-Charge