



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

July 08, 2025

No. 424 , s. 2025

IMPLEMENTATION GUIDELINES ON THE MANAGEMENT, DEPLOYMENT AND UTILIZATION OF THE REGION VII SCHOOL GOVERNANCE COUNCIL FUNCTIONALITY ASSESSMENT TOOL (R7-SGC-FAT)


To: Assistant Schools Division Superintendent
Chief, CID and SGOD
All Public Elementary and Secondary School Heads
All School SGC Coordinators

1. This Office, through the Schools Governance and Operation Division, disseminates **Regional Memorandum No. 0685**, s. 2025, titled: **Implementation Guidelines on the Management, Deployment and Utilization of the Region VII School Governance Council Functionality Assessment Tool (R7- SGC-FAT)**. With the goal of supporting all public elementary and secondary schools to attain the highest level of SBM practice particularly in Governance & Accountability, as provided in DepEd Order No. 007.s, 2024 ("Policy Guidelines in the Implementation of the Revised SBM System").
2. A thorough understanding of these guidelines will enable schools to effectively manage, deploy and utilize the Region VII School Governance Council Functionality Assessment Tool (R7-SGC-FAT).
3. Strict adherence to and comprehensive understanding of the content and purpose of this memorandum is expected from all concerned.
4. Immediate dissemination of this Memorandum is desired.

Very truly yours,

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

For the SDS:


JOHN ARIEL A. LAGURA PhD
OIC, Assistant Schools Division Superintendent 



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 SDS OFFICE

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DATE: 7/8/25

Office of the Regional Director

REGIONAL MEMORANDUM

No. 0688 s. 2025

received STOP: OJ
 7/8/25 @ 10:05 am

IMPLEMENTATION GUIDELINES ON THE MANAGEMENT, DEPLOYMENT AND UTILIZATION OF THE REGION VII-SCHOOL GOVERNANCE COUNCIL-FUNCTIONALITY ASSESSMENT TOOL (R7-SGC-FAT)

To: Schools Division Superintendents
 All Others Concerned

1. In support of public schools' efforts to attain the highest level of School-Based Management (SBM) practice—particularly in Governance and Accountability, as provided in DepEd Order No. 007, s. 2024 ("Policy Guidelines on the Implementation of the Revised SBM System")—this Office, through the Field Technical Assistance Division (FTAD), issues the following guidelines and timeline for the effective implementation of SGC-related activities.

2. These guidelines and timelines are intended to **support the establishment and continuous improvement of a functional SGC in every public school**, in accordance with the SGC Functionality Assessment Tool (SGC-FAT) developed by the School Effectiveness Division (SED) of the Bureau of Human Resource and Organizational Development (BHROD). The deployment of the tool began in CY 2022 and completed in June 2023.

As an umbrella organization, the SGC serves to unify and harmonize the contributions of all stakeholder associations, including the Supreme Parent-Teacher Association (PTA), Elementary/Secondary Learner Government (SELG/SSLG), Faculty Club, and Alumni Association.

Strengthening the functionality of the SGC will **reinforce shared governance and institutionalize inclusive feedback mechanisms** at the school level.

Specifically, this issuance aims to:

- 2.1 Outline the annual activities that school heads and relevant stakeholders must implement to ensure SGC functionality, along with the corresponding implementation timeline (See Enclosure 1);



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- 2.2 Describe how SGC Coordinators, with the assistance of SGC Composite Teams, manage and deploy R7-SGC-FAT, including how they use collected data to monitor, evaluate SGC functionality, and provide targeted technical assistance to underperforming SGCs (See Enclosure 2);
- 2.3 Explain how schools and SGCs utilize their assigned district-specific R-SGC-FAT link, including how to submit, update, and manage quarterly evidence uploads using the editable Microsoft Form (See Enclosure 3).
3. These guidelines shall take effect immediately upon receipt. All Schools Division Offices are advised to complete the deployment of district-level tools and initiate the Q1 data upload the first week of August, 2025.
4. While this issuance provides a structured implementation procedure and timeline (See Enclosure 1), schools are encouraged to comply in a manner that reflects their natural practice and existing SGC routines. Full and timely compliance is ideal and strongly encouraged; however, we recognize that gaps, lags, and operational bottlenecks may arise, especially in the early phases of adoption. In such cases, these challenges shall not be penalized. Instead, schools will be given appropriate technical assistance by SGC Coordinators and SGC Composite Teams, in line with the intent of Section 2.2 of this regional memo, until they are able to fully implement the guidelines. This approach ensures that the use of the R7-SGC-FAT (See Enclosure 3) supports inclusive capacity-building and continuous improvement, rather than compliance for its own sake.
5. The implementation of these guidelines and the accompanying timeline will begin in School Year 2025-2026.
6. Immediate and wide dissemination of and compliance with this memorandum are directed.


SALUSTIANO T. JIMENEZ EdD, JD, CESO III


Director IV
Regional Director

STJ/FYA/FTAD/MLB/dfe



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Certificate No. 701-2025

Enclosure 1 to RM No. _____, s. 2025

TIMELINE OF SGC-RELATED SCHOOL ACTIVITIES
SY 2025-2026 (BOSY June 16, 2025; EOSY March 31, 2026)

ACADEMIC QUARTER	MONTH	WEEK	ACTIVITIES	OUTPUT
Summer Vacation	FEB	2,3,4	• Supreme Secondary (Elementary) Learner Government Election	• SSLG Officers • SELG Officials
	MAR	1,2,3,4		
	APR	1,2,3,4	• School Planning Team Reviews School Improvement Plan-Annual Implementation Plan (SIP-AIP) Note: May be extended until end of July.	• Adjusted SIP-AIP with Priority Improvement Areas (PIAs)
	MAY	1,2,3,4		
	JUNE	1		
	JUNE	2		
Q1	JUNE	3	• Election of Homeroom PTA Officials • Election of Grade Level PTA Officials	• Homeroom PTA Officials • Grade Level PTA Officials
Q1	JUNE	4	• Election of School PTA Officials • Election of Faculty Club Officers	• School PTA Officials • Faculty Club Officers
Q1	JULY	1	• Election of School Alumni Officers • Development of Proposed Concept Notes by the Coordinators of School PAPs that address SIP-AIP PIAs	• School Alumni Officers • Proposed Concept Notes for School PAPs that address SIP-AIP PIAs
Q1	JULY	2	IMPORTANT: In compliance with RA No. 12028 with DO 018, s. 2025 "Implementing Guidelines of the Academic Recovery and Accessible Learning (ARAL) Program", schools must have concept notes on ARAL Program-Reading, ARAL Programs-Math and ARAL Program-Science.	
Q1	JULY	3	• Identification of Four (4) Ex-officio SGC Members by the School Head • Selection of additional SGC Council members by the Four SGC Ex-officio members • Election of SGC External CO-chairperson and Secretary (<i>tenure is 3 years</i>)	• Designated Co-Chairperson and 3 SGC Representatives (PTA, SELG/SSLG, Faculty Club) • Complete list of SGC Officials (tenure is 3 years) • Elected SGC Co-Chairperson and Secretary
Q1	JULY	4	• School Head signs a resolution proclaiming the elected SGC Officials	• School Head resolution on SGC Elected Officers
Q1	AUG	1	• Joint Conduct of SGC Induction Ceremony and SGC Orientation	• Inducted & Oriented SGC Officials • Accomplished SGC Template on Org Structure • Notice of Meeting (NoM) for the first SGC Meeting
			• SGC Functionality Assessment Tool (FAT) 1 st Uploading of SGC Means of Verification (MOVs)	
Q1	AUG	2	• Q1 SGC Meeting —Meeting with the School Planning Team (SPT) on SIP-AIP Targets with the following Main Agenda:	• Minutes of Meeting (MoM) on SIP-AIP PIAs with attendance sheets • Proposed Concept Notes



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			<ul style="list-style-type: none"> ✓ School Head presents SIP-AIP PIAs ✓ PAPA's Coordinators Present Proposed PIA-related Concept Notes 	<ul style="list-style-type: none"> • SGC Resolution with proposed support from smaller associations • Transmittal to Chairpersons of smaller associations with MoM
SGC Functionality Assessment Tool (FAT) 2 nd Uploading of SGC Means of Verification (MOVs)				
Q1	AUG	3	<ul style="list-style-type: none"> • Conduct of simultaneous meeting of School PTA, SELG/SSLG, Faculty Club, Alumni Association and other smaller association to finalize support to the school's PAPA's for PIAs— whether they adopt the proposals of their reps or they will modify them • Designated SGC Co-Chair convenes with SGC Elected Co-Chair and Secretary to develop Notice of Meeting (NoM) to be sent to SGC Officials 	<ul style="list-style-type: none"> • Minutes of Meetings (MoMs) with accomplished attendance sheets • Resolutions of smaller school associations highlighting their final support to the school (with transmittals to SGC) • Notice of Meeting (NoM)
Q2	AUG	4	<ul style="list-style-type: none"> • Q2 SGC Meeting with the following Main Agenda: <ul style="list-style-type: none"> ✓ Finalize SGC Concept Notes ✓ Consolidate the activities of concept Notes into an SGC Action Plan ✓ Prepare the action-plan-based SGC Quarterly Progress Reports (QPR) ✓ Prepare the action-plan-based SGC M&E Reports Note: <ul style="list-style-type: none"> ➢ School PAPA's coordinators assist SGC Officials in adjusting proposed concept Notes ➢ Agenda shall include the ff.: <ul style="list-style-type: none"> ▪ Activities involving various sectors ▪ Stakeholder-initiated PAPA's may also be discussed ▪ Resolution and Action Plan to improve access to information, such as Liquidation Reports ▪ Recommendation on ways to improve the SIP-AIP 	<ul style="list-style-type: none"> • Minutes of Meeting (MoM) with attendance sheets • SGC Concept Notes • SGC Action Plan • SGC Quarterly Progress Report • SGC M&E Report • Minutes of Meeting (MoM) with attendance sheets • Transmittal to School Head with MoM of Q1 SGC Meeting Round 2 (Direction of the SGC) • Transmittal to LSB with MoM of Q2 SGC Meeting (Recommending the SIP-AIP PIAs needing support from LS)
SGC Functionality Assessment Tool (FAT) 3 rd Uploading of SGC Means of Verification (MOVs)				
Q2	SEPT	1	<ul style="list-style-type: none"> • Q2 Simultaneous Implementation of SGC Action Plans by the smaller associations concerned based on their pledged support 	<ul style="list-style-type: none"> • Documentation of Q2 Implementation Activities (Before, During and After)
Q2	SEPT	2		
Q2	SEPT	3		

Q2	SEPT	4	<ul style="list-style-type: none"> • Conduct of M&E and provision of TA by the School Head and School PAPs Coordinators 	
Q2	OCT	1,2		
Q2	OCT	3		
Q2	OCT	3	<ul style="list-style-type: none"> • Designated SGC Co-Chair convenes with SGC Elected Co-Chair and Secretary to develop Notice of Meeting (NoM) for Quarter 2 to be sent to SGC Officials 	<ul style="list-style-type: none"> • Notice of Meeting (NoM) for SGC Officials for the Q3 SGC Meeting
Q3	OCT	4	<ul style="list-style-type: none"> • Q3 SGC Meeting Agenda: 1. Conduct of M&E on the First Quarter Implementation of SGC Action Plans to monitor and evaluate: <ul style="list-style-type: none"> ✓ Status/progress of Implementation ✓ Physical accomplishments vs targets ✓ Financial accomplishments vs targets ✓ Issues and Concerns ✓ Solutions to Issues and Concerns And reflect these in the following SGC Templates: <ul style="list-style-type: none"> ○ SGC Quarterly Progress Report ○ SGC M&E Report ○ SGC Minutes of Meeting (MoM) ○ SGC Resolution on SGC Action Plan Adjustment to Address GBLICs (Gaps, Bottlenecks, Lags, Issues and Concerns 2. Others 	<ul style="list-style-type: none"> • Minutes of Meeting (MoM) with attendance sheets Highlight: (1) physical and financial accomplishments versus targets (2) Issues and concerns • Accomplished SGC Quarterly Progress Report (First Quarterly Accomplishment) • SGC M&E Report (First Quarterly Accomplishment) • Reviewed (and Adjusted) SGC Action Plan • SGC Resolutions for Adjustments • Minutes of Meeting (MoM) with attendance sheets • Transmittal to School Head with SGC Resolution and MoM of Q3 SGC Meeting • Transmittal to Presidents or Chairpersons of smaller associations with SGC Resolution and MoM of Q3 SGC Meeting
Q3	NOV	1	SGC Functionality Assessment Tool (FAT) 4th Uploading of SGC Means of Verification (MOVs)	
			<ul style="list-style-type: none"> • Conduct of simultaneous meeting of School PTA, SELG/SSLG, Faculty Club, Alumni Association and other smaller association Agenda: 1. SGC Resolution 2. MoM of Q3 SGC Meeting 	<ul style="list-style-type: none"> • Minutes of Meetings (MoM) of smaller associations with accomplished attendance sheets • Resolutions of smaller school associations highlighting implementation adjustment to sponsored SGC PAP/s.
Q3	NOV	2	<ul style="list-style-type: none"> • Q3 Simultaneous Implementation of SGC Action Plans by the smaller associations concerned based on their pledged support • Conduct of M&E and provision of TA by the School Head and School PAPs Coordinators • Conduct of SELG/SSLG Election 	Documentation of Q3 Implementation Activities (Before, During and After)
Q3	NOV	3		
Q3	NOV	4		
Q3	DEC	1		
Q3	DEC	2		
Q3	DEC	3		
Q3	DEC	4		
Q3	JAN	1		
Q3	JAN	2		

Q3	JAN	3	<ul style="list-style-type: none"> Designated SGC Co-Chair convenes with SGC Elected Co-Chair and Secretary to develop Notice of Meeting (NoM) for Quarter 4 to be sent to SGC Officials 	<ul style="list-style-type: none"> Notice of Meeting (NoM) for SGC Officials for the Q4SGC Meeting
Q3	JAN	3	SGC Functionality Assessment Tool (FAT) 5 th Uploading of SGC Means of Verification (MOVs)	
Q4	JAN	4	<ul style="list-style-type: none"> Q4 SGC Meeting Agenda: 1. Conduct of M&E on the Second Quarter Implementation of SGC Action Plans to monitor and evaluate: <ul style="list-style-type: none"> ✓ Status/progress of Implementation ✓ Physical accomplishments vs targets ✓ Financial accomplishments vs targets ✓ Issues and Concerns ✓ Solutions to Issues and Concerns And reflect these in the following SGC Templates: <ul style="list-style-type: none"> ○ SGC Quarterly Progress Report ○ SGC M&E Report ○ SGC Minutes of Meeting (MoM) ○ SGC Resolution on SGC Action Plan Adjustment to Address GBLICs (Gaps, Bottlenecks, Lags, Issues and Concerns) 2. Others such as Culmination of Concept Note Implementation <i>(only if applicable)</i> <ul style="list-style-type: none"> ✓ Turn Over Ceremony for 100% accomplished infrastructure-related projects ✓ Recognition/Awarding Ceremonies for literacy and numeracy programs 	<ul style="list-style-type: none"> Minutes of Meeting (MoM) with attendance sheets Highlight: (1) physical and financial accomplishments versus targets (2) Issues and concerns Accomplished SGC Quarterly Progress Report SGC M&E Report Reviewed (and Adjusted) SGC Action Plan SGC Resolutions for Adjustments Minutes of Meeting (MoM) with attendance sheets Transmittal to School Head with SGC Resolution and MoM of Q4 SGC Meeting Transmittal to Presidents or Chairpersons of smaller associations with SGC Resolution and MoM of Q4 SGC Meeting
			SGC Functionality Assessment Tool (FAT) 6 th Uploading of SGC Means of Verification (MOVs)	
Q4	FEB	1	<ul style="list-style-type: none"> Conduct of simultaneous meetings of School PTA, SELG/SSLG, Faculty Club, Alumni Association and other smaller associations Agenda: <ul style="list-style-type: none"> ✓ SGC Resolution ✓ MoM of Q4 SGC Meeting 	<ul style="list-style-type: none"> Minutes of Meetings of smaller associations with accomplished attendance sheets Resolutions of smaller school associations highlighting implementation adjustment to sponsored SGC PAP/s.
Q4	FEB	2	<ul style="list-style-type: none"> Q4 Simultaneous Implementation of SGC Action Plans by the smaller associations concerned based on their pledged support 	<ul style="list-style-type: none"> Documentation of Q4 Implementation Activities (Before, During and After)
Q4	FEB	3		
Q4	FEB	4		
Q4	MAR	1	<ul style="list-style-type: none"> Conduct of M&E and provision of TA by the School Head and School PAPs Coordinators 	
Q4	MAR	2		

Q4	MAR	3	<ul style="list-style-type: none"> • Prewrite to SGC Culminating Activity 	
Q4	MAR	4	<ul style="list-style-type: none"> • SGC Turn Over Ceremony • SGC Recognition/Awarding Ceremony 	<ul style="list-style-type: none"> • Documentation of Culmination Activities
SGC Functionality Assessment Tool (FAT) 7 th Uploading of SGC Means of Verification (MOVs)				
Summer Vacation	APR	1,2,3,4	<ul style="list-style-type: none"> • SPT Reviews SIP-AIP • Development of Proposed Concept Notes by the Coordinators of School PAPs that address SIP-AIP PIAs 	<ul style="list-style-type: none"> • SIP-AIP PIAs • Proposed Concept Notes
	MAY	1,2,3,4		
	JUNE	1		



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Certificate No. 1317426

Enclosure 2 to RM No. _____, s. 2025

GUIDELINES FOR SCHOOLS DIVISION OFFICES ON THE MANAGEMENT AND DEPLOYMENT OF THE REGION VII SGC FUNCTIONALITY ASSESSMENT TOOL (R7-SGC-FAT)

I. RATIONALE

To support evidence-based monitoring of SGC operations and foster more responsive School-Based Management (SBM) practices, the Regional Office has developed a **Regional SGC Functionality Assessment Tool (R7-SGC-FAT)** using **Microsoft Forms**. This platform allows schools to upload documentation per quarter and supports continuous updating using the same editable form link.

In line with this, each Schools Division Office (SDO), through the SGC Coordinator, is instructed to **duplicate** the Regional Parent MS Form and deploy **district-specific forms** to ensure organized monitoring, faster data consolidation, and localized support. The following procedures are to be observed:

Instructions to SGC Coordinators on How to Duplicate the MS Form: R7-SGC-FAT

Title of Form to Duplicate:

R7-SGC-Functionality Assessment Tool (R7-SGC-FAT) – North Cluster 1 – SDO Toledo City

DUPLICATION LINK: FTAD Team provides the SGC Coordinators with the link.

Preliminary Step

Before duplication, **coordinate with the ITO** to ensure that **dedicated MS Forms accounts** have been created for **each district**, including **North Cluster 1**.

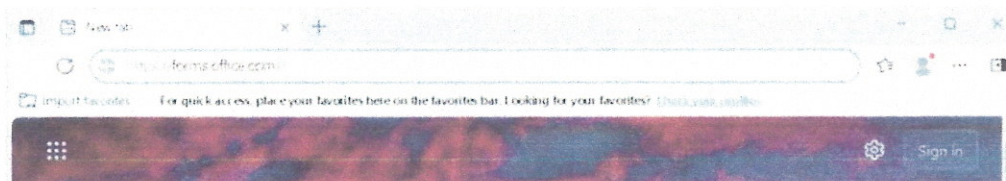
REMINDER: Make a secure list of these MS Accounts and corresponding passwords.

Steps to Duplicate the Form for a specific District—North Cluster 1.

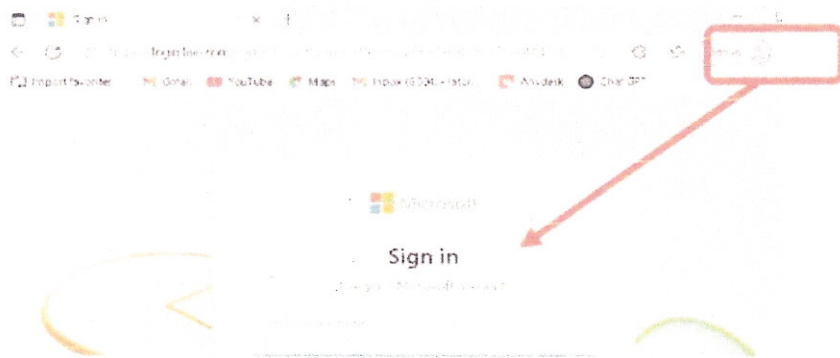
Note: The SGC Coordinator must have an MS Account for North Cluster 1.

1. Log In

Open a browser and go to <https://forms.office.com/>.



Use the official MS account assigned to **North Cluster 1** to log in.

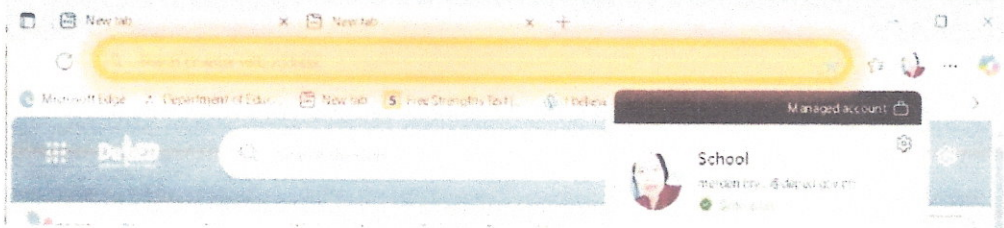


Sample Browser after signing in

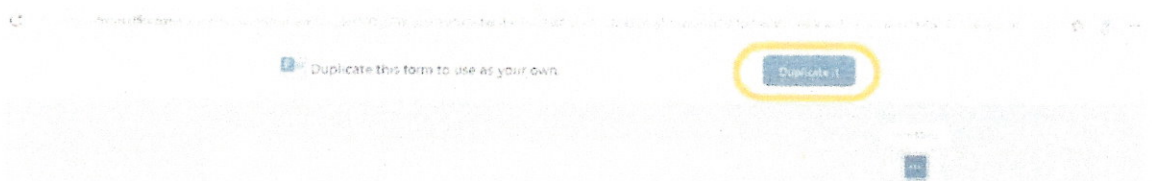


2. Access the Original Form

Paste the link to the original form (R7-SGC-FAT) into the browser (in yellow color).



Once it loads, click the **"Duplicate"** button at the top right of the screen.



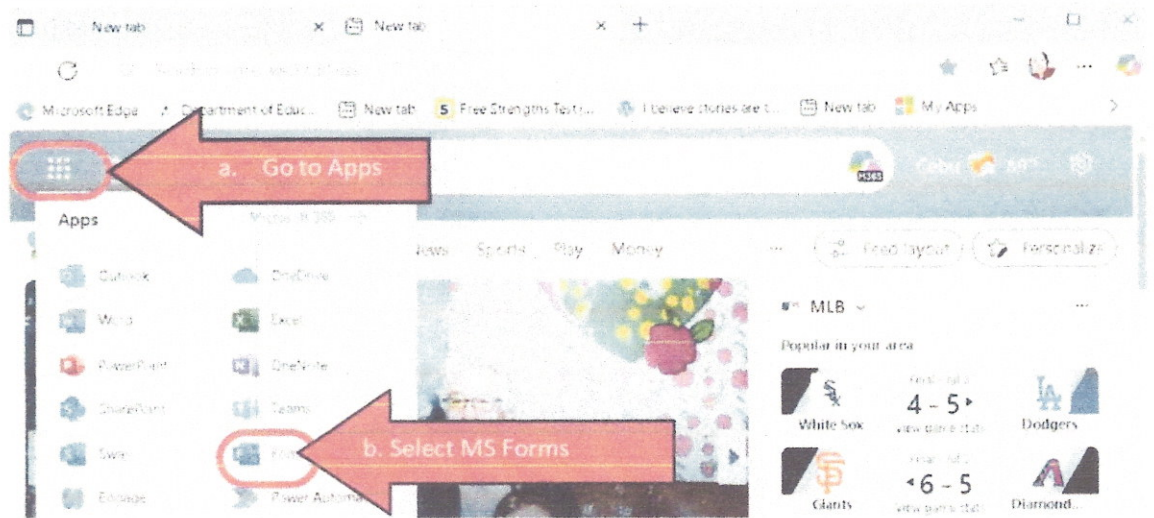
R7-SGC-Functionality Assessment Tool (R7-SGC-FAT)-NorthCluster1-SDO Toledo City

3. Confirm the Duplication

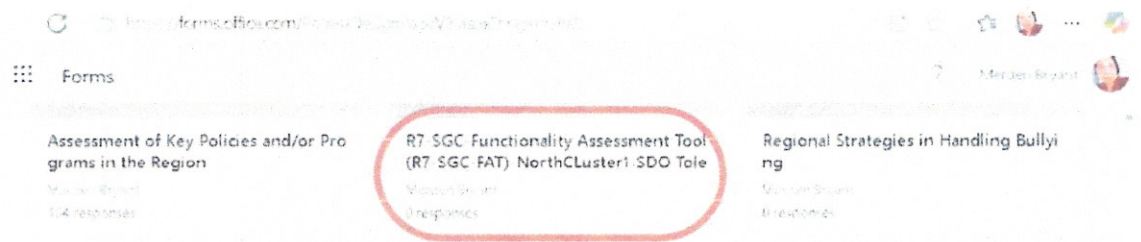
After clicking "Duplicate," the system will create a copy of the form within the logged-in account. This means the **SGC FAT for North Cluster 1** has been successfully duplicated.

4. Verify in MS Forms App

- a. Go to **Apps** (upper-left corner of the Office portal).
- b. Select **MS Forms**.



c. You should now see the duplicated form listed under **My Forms** for North Cluster 1.



d. Click the Duplicated Form to update the settings and get the collection link.

5. Changing the Title of the Form

NOTE: You need this skill if you are duplicating a generic tool for all such as follows:



R7-SGC-Functionality Assessment Tool (R7-SGC-FAT)- District1-SDO Name

- 5.1 Click on the **title** of the form to make it editable. Replace **“District1”** with the name of the district you are currently duplicating the form for. Then, replace **“Name”** with **“Mandaue City”** if you are the SGC Coordinator of Mandaue City, or to the appropriate **division name** if you are from another Division.

R7-SGC-Functionality Assessment Tool (R7-SGC-FAT)- Central District-SDO Mandaue City



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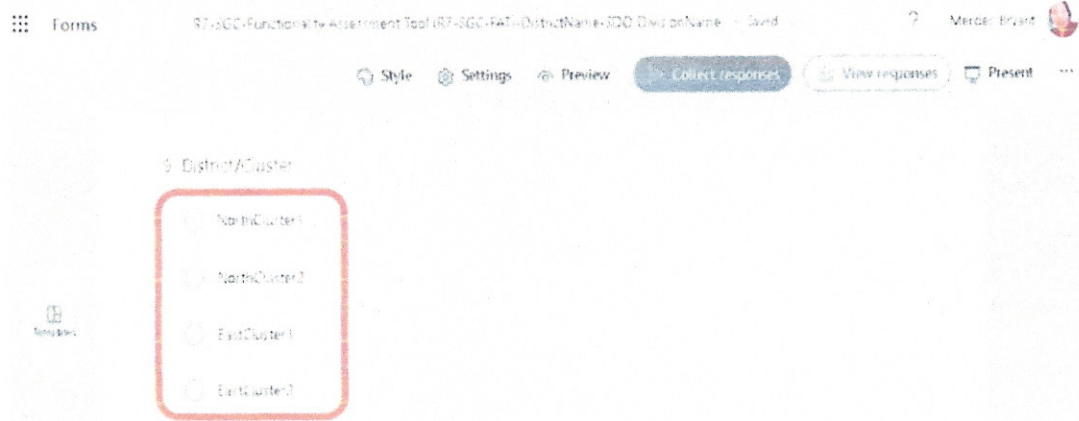
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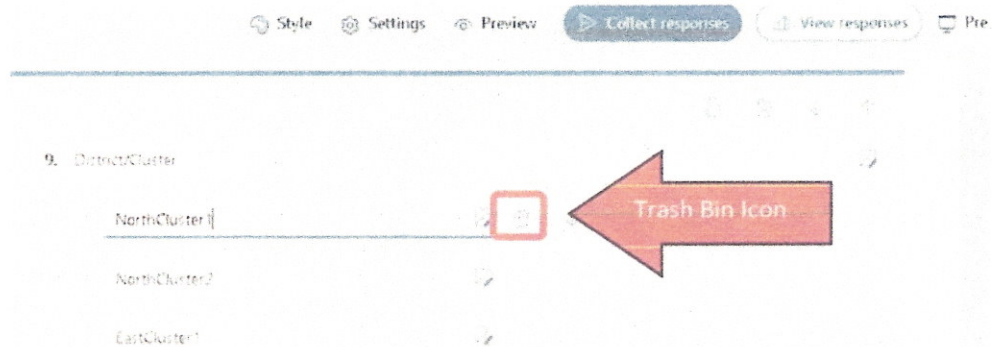
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6. Changing the options under "District/Cluster"



- 6.1 Click on the first option, "NorthCluster1," to make it editable. Ensure that the text cursor appears inside the option field, allowing you to modify the text as needed.

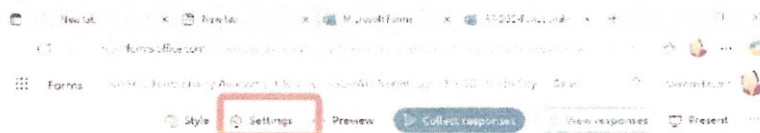


- 6.2 Do the same to the rest of the options. Replace the name of all the districts

- 6.3 If there are extra options that are not needed, **delete** them by clicking the **trash bin icon**.

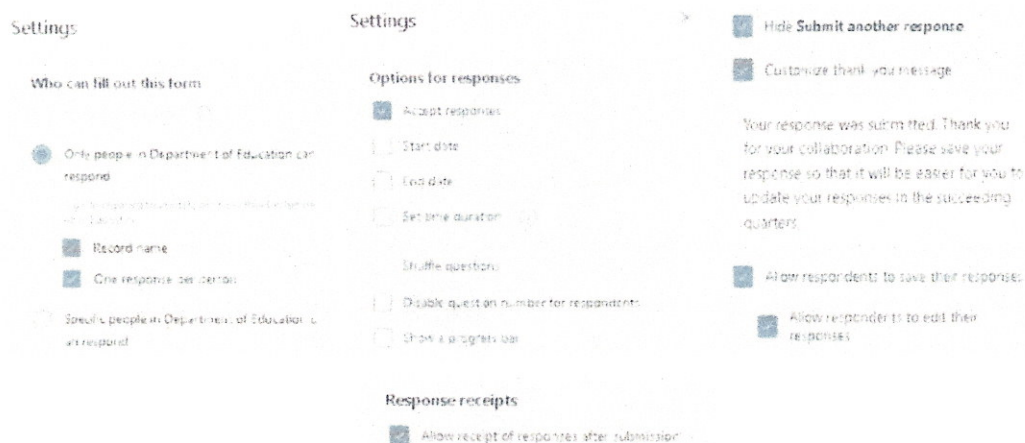
7. Update Form Settings

- a. Click Settings.



**R7-SGC-Functionality Assessment
Tool (R7-SGC-FAT)-
NorthCluster1-SDO Toledo City**

b. Ensure that your duplicated R7-SGC-FAT has the same settings as shown.



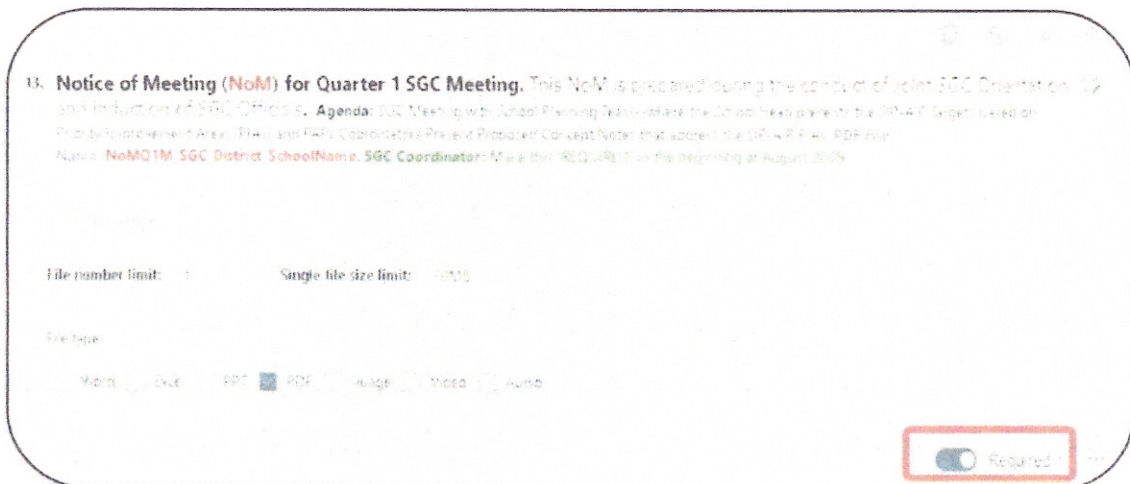
Instructions to SGC Coordinators on How to Set Items in the R7-SGC-FAT Form from "Not Required" to "Required"

Step 1: Open the Form in Edit Mode





1. Log in to the MS Account for a specific district.
2. Go to **Apps**, then select **Forms**.
3. Find the **district-specific copy** of the R7-SGC-FAT form under "My Forms."
4. Click the **form title** to open it in edit mode.

Step 2: Locate the Section You Want to Edit

1. Scroll through the form to find the **items to be required**.
2. Identify the **questions/items** that need to be made "Required." **Note:** Items No. 1-13 are already set to "Required". The photo below shows Item 13 set to "Required".



IMPORTANT: Be careful while navigating the editable form. Using Item 13 in the illustration, if you click:

Trash Bin Icon		Item 13 gets deleted.
Arrow Up		Item 13 becomes Item 12.
Arrow Down		Item 13 becomes Item 14
Square		Item 13 gets duplicated

Step 3: Make the Item Required

1. Click on the **question or item** you want to edit. Example: Item 14 of the R7-SGC-FAT.

14 Minutes of Meeting (MoM) on Quarter 1 SGC Meeting PDF File Name: MoM Q1M SGC District SchoolName

File number limit: 1 Single file size limit: 10MB

File type

Word Excel PPT PDF Image Video Audio

Off Required

2. On the bottom-right of the question field, **toggle the switch** labeled “Required” to the **ON** position (the toggle will turn blue).
 - o This ensures that respondents **cannot skip** this item when submitting their responses.

14 Minutes of Meeting (MoM) on Quarter 1 SGC Meeting PDF File Name: MoM Q1M SGC District SchoolName

File number limit: 1 Single file size limit: 10MB

File type

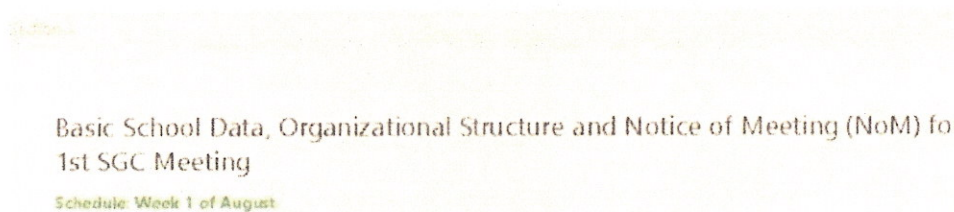
Word Excel PPT PDF Image Video Audio

On Required

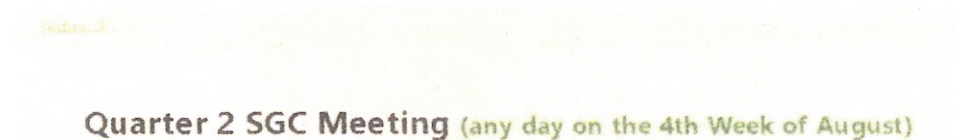
 **Tip:** Do this for all items under the quarter you are implementing (e.g., all Q2 items for the second quarter implementation period).

Step 4: Double-Check for Completion

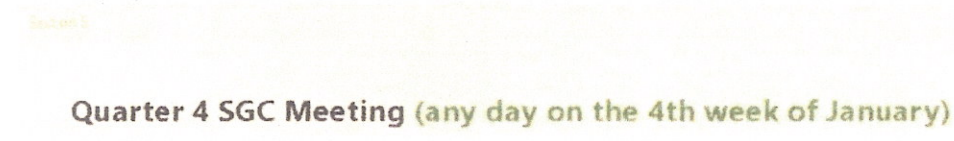
1. After toggling required items, scroll through the section to ensure **all necessary items are set to "Required."**



Quarter 1 SGC Meeting (any day on the 2nd week of August)



Quarter 3 SGC Meeting (any day on the 4th week of October)



End-of-School Year Concept Notes Culminating Activities

(1) Turn-Over Ceremony, (2) Recognition/Awarding Ceremony SGC Coordinator: Make the "REQUIRED" in the 3rd week of March of 2005.

2. Preview the form by clicking the **"Preview"** button in the top menu and attempt to submit without answering the item—this will confirm that the **"Required"** setting is working properly.

Step 5: Save and Close

- Changes in Microsoft Forms are saved **automatically**.
- You may now share or re-share the editable link with schools, ensuring they are aware of the **new required fields for the quarter**.



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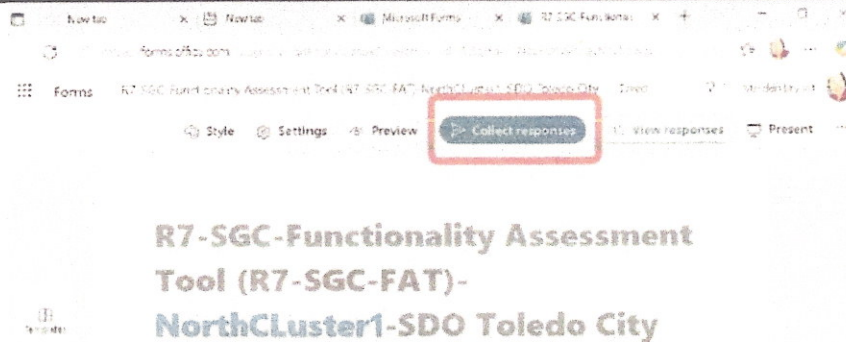
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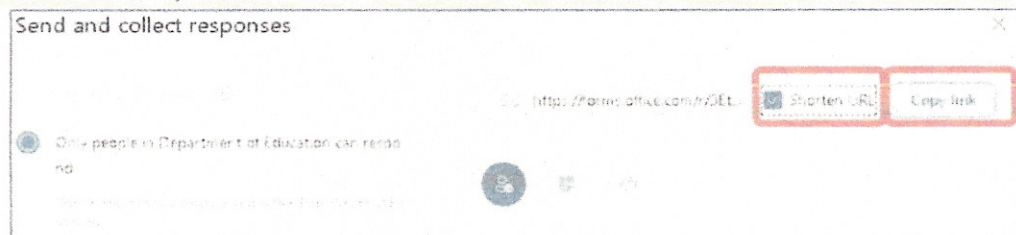
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Instructions to SGC Coordinators on How to Collect Data via Duplicated MS Form: R7-SGC-FAT



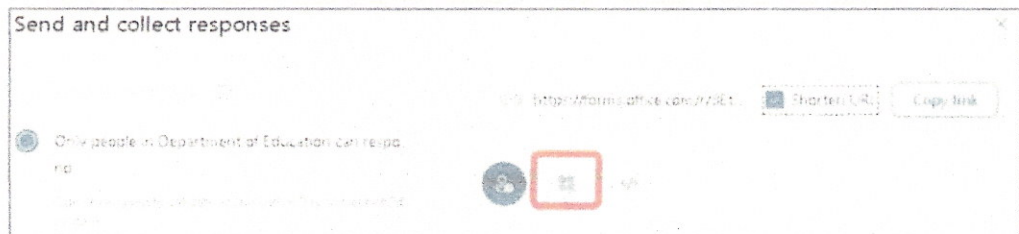
1. Click Collect Responses



1.1 Collect Responses by URL

- Click Shorten URL
- Click Copy Link
- Give the link to the schools under the NorthCluster1.

1.2 Collect Responses by QR Code



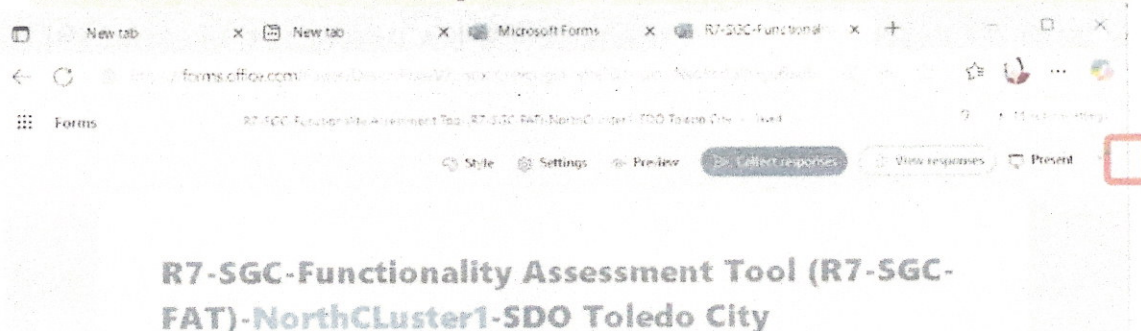
- Click QR Code sign
- Download the resulting QR Code
- Share the code to the schools under NorthCluster1



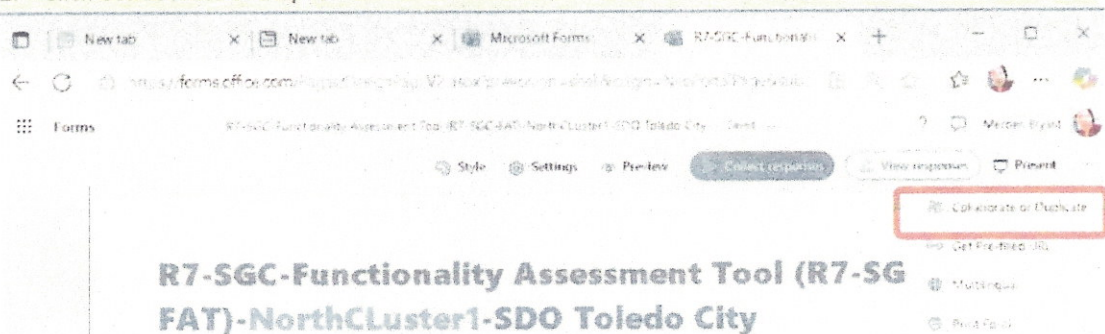
Download

Instructions to SGC Coordinators on How to Make FTAD Personnel, PSDS, and District SGC Coordinator as Collaborators of all Duplicated R7-SGC-FAT

1. Click three dots "More Form Settings".



2. Click Collaborate or Duplicate.



3. Under Collaboration-Add Collaborators, click arrow down, then click "Specific People..."



4. Type the name of Merden Bryant, Doris Esmero and Allan Villacampa, PSDS and District SGC Coordinator (or their email addresses) on the space provided.

When this is done, the FTAD team, PSDS, and District SGC Coordinator already have access to the R7-SGC-FAT deployed to all districts of NorthCluster1 of SDO Toledo City.

R7-SGC-Functionality Assessment Tool (R7-SGC- FAT)-NorthCluster1-SDO Toledo City

Collaboration

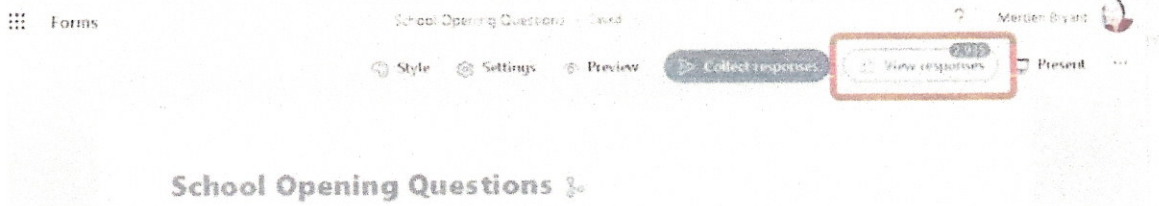
Add collaborators

Search by name in Department of Education

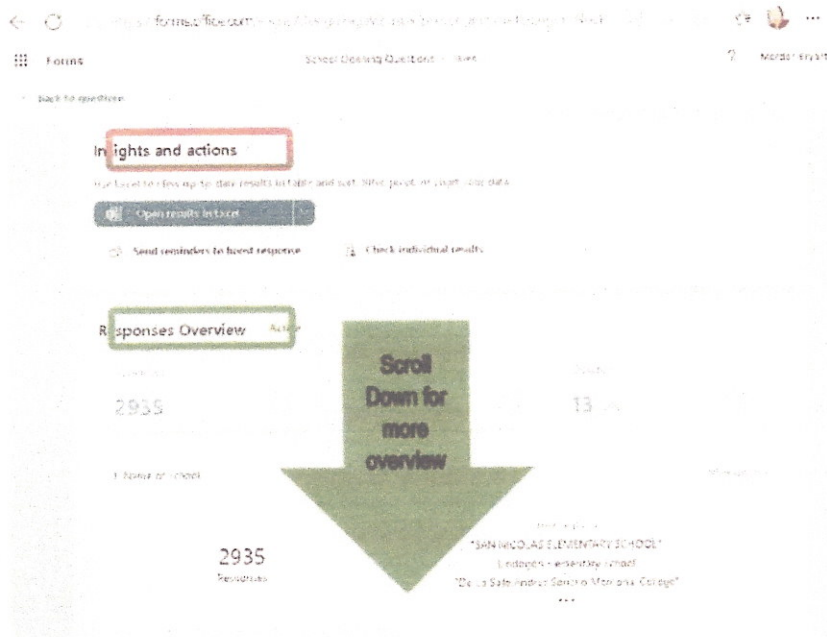
Enter name, email or phone number

Instructions to SGC Coordinators on How to View Responses from the Duplicated R7-SGC-FAT for Districts

Note: FTAD is using a different MS Form Survey to illustrate the process.




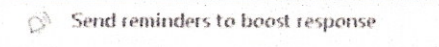
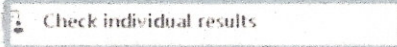
1. Click View Responses to view **insights and actions** and **Responses Overview**. In this sample, there are 2935 responses.



[← Back to questions](#)

Insights and actions ^

Use Excel to view up-to-date results in table and sort, filter, pivot, or chart your data.

Responses Overview Active

- 1.1 Clicking the **"View Responses"** gives the SGC Coordinator access to the **"Responses Overview,"** which provides a built-in summary and basic analysis of the data collected.
- 1.2 Clicking the **"Check Individual Results"** allows the SGC Coordinator to **view each school's submission one at a time**, including uploaded files and responses to each item. It is useful for **reviewing the completeness and accuracy** of evidence provided by individual schools across all quarters.
- 1.3 Clicking the **"Open results in Excel"** downloads all collected responses into an **Excel spreadsheet**, enabling the **SGC Coordinator to sort, filter, and analyze data** across schools and quarters. It is ideal for **generating consolidated reports, identifying trends, and tracking compliance**.

Enclosure 3 to RM No. _____, s. 2025

**GUIDELINES FOR SCHOOLS ON THE USE OF THE REGIONAL SGC
FUNCTIONALITY ASSESSMENT TOOL (SGC-ERFAT)**

Purpose:

This enclosure provides schools and SGCs with guidance on how to properly use the **R7-SGC-FAT**, an electronic data collection tool built using Microsoft Forms, for uploading and updating evidence of SGC functionality throughout the school year.

1. Accessing the District-Specific Link

- Schools shall use the **unique MS Form link** provided by their **Division SGC Coordinator through the Public Schools District Supervisor (PSDS) or Designated District SGC Coordinator**.
- **Only one official form link** shall be used per school throughout the year. This means that this official form link shall be revisited each SGC Upload Time. Each section of the R7-SGC-FAT indicates the timeline of uploading SGC Documents.
- Schools are discouraged from creating their own forms.

2. Preparing for Initial Submission

- Ensure all SGC documents are ready in PDF copy.
- Rename files following the naming convention prescribed in the R7-SGC-FAT.
- Access the link using a **DepEd Microsoft account**.

3. Submitting Evidence

- Fill out the **required fields** and **upload required pdf files of SGC documents**.
- **Section items are marked as required**—ensure no item is skipped.
- Succeeding sections fields will appear but are not yet required.
- Click “Send me an email receipt of my responses” to have a copy of the editable form. Note: You will open this emailed R7-SGC-FAT in uploading SGC documents for the next sections.

Send me an email receipt of my responses

Back

Submit

- Click Submit. After submission, click the **“Save my response to edit”** button to save the “Filled Form” in the MS Account under the APP “Forms “

Your response was submitted. Thank you for your collaboration. Please save your response so that it will be easier for you to update your responses in the succeeding quarters.

Save my response to edit

Save my response to edit



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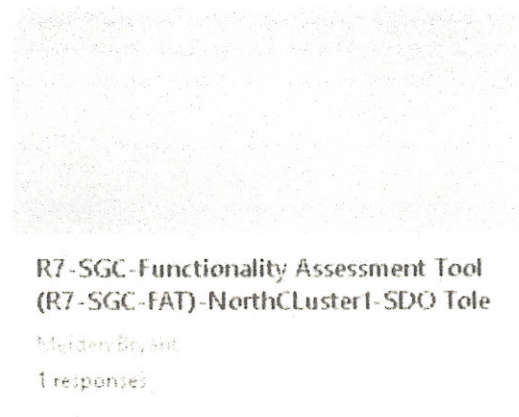
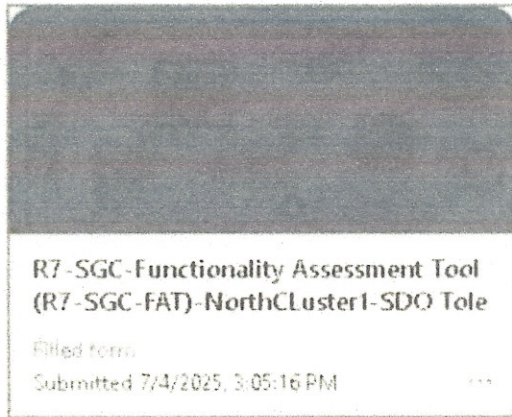


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4. Updating Quarterly

- Each quarter, schools shall return to the **Filled Form** to add new evidence.
- Do not remove previous uploads unless correcting or updating them.
- After adding quarterly updates, click **“Submit”** again to finalize.

5. Technical Reminders

- Maintain a **digital backup** of all submitted files.
- Contact the District or Division SGC Coordinator for lost edit links or technical support.
- Submit updates **on or before each quarterly deadline** set by the SDO.