



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

**Office of the Schools
Division
Superintendent**

October 13, 2026

DIVISION MEMORANDUM
No. 866, s. 2026

**CONDUCT OF THE ROLLOUT AND VALIDATION WORKSHOP ON THE SCHOOL
GOVERNANCE COUNCIL FUNCTIONALITY ASSESSMENT TOOL (SGC-FAT)**

To: Assist. Schools Division Superintendent
Chief, Schools Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to DepEd Memorandum No. DM-OUHRODI-2026-3750 dated September 22, 2026, entitled *Roll-Out of the School Governance Council (SGC) Functionality Assessment Tool for Public Elementary Schools*, the Schools Division Office of Tagbilaran City shall conduct the Division Rollout of the SGC Functionality Assessment Tool (SGCFAT) on **October 20, 2026, from 8:00 AM to 5:00 PM**. The venue shall be announced through a subsequent advisory.
2. This activity aims to orient concerned school personnel on the proper implementation of the SGCFAT, clarify the assessment indicators and corresponding Means of Verification (MOVs), and ensure the accurate, complete, and systematic preparation of school-level data and supporting documents for the assessment of SGC functionality.
3. The following are required to participate in the rollout:
 - a. All Public Elementary School and Secondary School Heads;
 - b. Members of the Division SGC Composite Team.
4. **PRE-WORK ACTIVITIES on October 19, 2026**

Prior to the rollout, all concerned participants shall undertake the following preparatory activities:

- a. Read and familiarize themselves with the **SGC Functionality Assessment Tool User Guide, Volumes 1 and 2**, and the relevant provisions of DepEd Order No. 26, s. 2022, on the establishment of School Governance Councils;
- b. Review and particularize the prescribed assessment templates, functionality indicators, sub-indicators, and corresponding minimum and

additional MOVs based on their respective school's existing SGC documents and practices;

c. Consult and coordinate with their respective School Governance Councils to review available records, identify existing supporting documents, and determine gaps in the required MOVs; and

d. Organize and prepare the necessary SGC documents for discussion, clarification, and validation during the rollout.

The User Guide and other reference materials may be accessed through the link provided in the attached DepEd Memorandum: <https://tinyurl.com/DMSGCES>.

4. The **rollout orientation** shall be all School Heads both public elementary and public secondary schools to ensure a common understanding of the SGC Functionality Assessment Tool and its implementation. However, pursuant to DepEd Memorandum No. DM-OUHRODI-2026-3750, the 2026 implementation of the SGCFAT shall cover **public elementary schools only**.

For public secondary schools, the Division shall await further guidance and the appropriate implementation and submission modalities to be issued by the Regional Office (RO) and the Central Office (CO) before requiring any submission using the prescribed assessment tool.

5. All concerned School Heads are **directed to ensure the completion of the prescribed pre-work activities** and the full participation of their designated SGC Vice Chair Designate.

The Division SGC Composite Team shall facilitate the rollout and provide the necessary guidance and technical assistance to ensure consistent understanding and implementation of the assessment tool.

7. **Funding and Expenses.** Expenses relative to the conduct of this activity shall be charged to the Division MOOE for Division personnel and the respective School MOOE for participating school personnel, subject to the usual accounting and auditing rules and regulations.

8. For strict compliance and appropriate guidance.

For:
WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent


JOHN ARIEL A. LAGURA PhD
Asst. Schools Division Superintendent

WDB/JAAL/MCC/lem