



Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OFFICE OF ABRA**

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**Office of the Schools Division Superintendent**

Division Memo No. 444 s. 2023

**SCHOOL GOVERNANCE COUNCIL (SGC) SCHEDULE OF THE ROLL-OUT,  
 DATA COLLECTION, VALIDATION, AND REPORT GENERATION**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors, CID and SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors  
 School Heads  
 All others concerned

1. Pursuant to Memorandum DM-OUHROD- 2023-1399 on the Roll-out of the School Governance Council (SGC) Functionality Assessment Tool for Secondary Schools, this office reiterates the strict compliance on the schedule of activities for the roll-out, data collection, validation and report generation of schools.
2. To check the progress of the SGCs, secondary and integrated schools are required to adhere to the following timeline of activities:

**SCHEDULE OF THE ROLL-OUT, DATA COLLECTION, VALIDATION, AND  
 REPORT GENERATION OF THE TOOL**

DATE	ACTIVITY
Start of SGC Tool Roll-Out	September 2023
Roll-out Proper	Sept. 2023 – Feb. 2024
1 <sup>st</sup> Progress Check	October 25, 2023
2 <sup>nd</sup> Progress Check	November 8, 2023
3 <sup>rd</sup> Progress Check	December 6, 2023
4 <sup>th</sup> Progress Check	January 17, 2024
5 <sup>th</sup> Progress Check	February 7, 2023
Conclusion of Roll-out for SY 2023 – 2024	February 28, 2023
Submission of Report No. 2	March – April 2024
Submission of Report No. 3	May – June 2024

3. MOVs dated from August 22, 2022 the declared opening date of class of SY 2022 – 2023 to dates onwards are considered valid.
4. Utilize the official templates that can be downloaded from <https://bit.ly/SGC-Templates>.

SGOODSMME



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5. All secondary and integrated schools are required to fill up and upload the MOVs in the SGC Functionality Assessment Tool through the link <https://tinyurl.com/CAR-Abra-SGCTool>.
6. Public Elementary Schools may use the tool for self-assessment in preparation for the roll-out next school year but are NOT REQUIRED to accomplish the tool via Google Forms.
7. Full cooperation of all concerned is desired to ensure the success of our undertakings.
8. Immediate and widest dissemination of and strict compliance this memorandum is desired.

**AMADOR D. GARCIA SR. PhD, CESO VI**  
Schools Division Superintendent

For the SDS:

**SAMUEL T. EGSAEN JR.**  
Assistant Schools Division Superintendent

References:  
DepEd Order 26, s. 2022  
DM-OUHRD-2023-1399  
RM No. 578, 2023

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