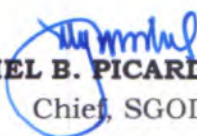





Republic of the Philippines  
Department of Education



<b><u>AUTHORITY TO TRAVEL</u></b>		<b><u>CONTROL NO.</u></b>
<b>REGION:</b> 7 – Central Visayas		1317
<b>BUREAU/DIVISION/SCHOOL:</b> NEGROS ORIENTAL		
<b>Date of Filing</b>	November 10, 2022	
<b>NAME &amp; Designation</b>	<b>REGINA CLARINA E. EMPESO EdD – SEPS</b>	
<b>Permanent Station</b>	SDO Negros Oriental	
<b>Purpose of Travel</b>	To attend the Orientation and Capacity Building Workshop on the Implementing Guidelines on the Establishment of School Governance Council (SGC) on December 6-7, 2022	
<b>Activity Organized/ Sponsored by</b>	Department of Education, Office of the Undersecretary Human Resource and Organizational Development, National Educators Academy of the Philippines and Teacher Education Council Secretariat	
<b>Period Covered</b> <i>(Inclusive of Travel Time)</i>	December 5-8, 2022 <b>Note:</b> Services during Saturdays and Sundays and Holidays entitle to a COC upon submission of duly accomplished Daily Time Record (Form 48).	
<b>Please Check</b>	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time	
<b>Venue/Destination</b>	NEAP Marikina, 15 Cepeda St, Marikina, 1807 Metro Manila	
<b>Expenses Covered</b>	Travelling, food, accommodation, and other incidental expenses (subject to the usual accounting and auditing rules and regulations)	
<b>Fund Source</b> <b>(Pap Code/...)</b>	Division MOOE	
<b>Recommending Approval:</b>	<b>Approved:</b>	
 <b>RACHEL B. PICARDAL, EdD</b> Chief, SGOD	 <b>SENEN PRISCILLO P. PAULIN, CESO V</b> Schools Division Superintendent	
Date: <u>NOV 10 2022</u>	Date: <u>11/11/22</u>	



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

**Office of the Regional Director**

REGIONAL MEMORANDUM  
No. **0938**, s. 2022

NOV 08 2022

**ADVISORY ON THE ORIENTATION AND CAPACITY BUILDING WORKSHOP  
ON THE IMPLEMENTING GUIDELINES ON THE ESTABLISHMENT OF  
SCHOOL GOVERNANCE COUNCIL (SGC)**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. This Office disseminates the enclosed Memorandum DM-OUHROD-2022-0291 dated October 26, 2022, titled **Advisory on the Orientation and Capacity Building Workshop on the Implementing Guidelines on the Establishment of School Governance Council (SGC)**, the contents of which are self-explanatory, for the information and compliance of all concerned.
2. For details, please refer to the attached communication.
3. Immediate and wide dissemination of this Memorandum is desired.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

STJ/CAE/FTAD/MGB/apv



**Address:** Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
**Telephone Nos.:** (032) 231:1433; (032) 414-7399  
**Email Address:** region7@deped.gov.ph





Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND  
TEACHER EDUCATION COUNCIL SECRETARIAT

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**MEMORANDUM**

**DM-OUHROD-2022-0291**

**TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED**

**FROM : GLORIA JUMAMIL-MERCADO**  
*Undersecretary for Human Resource and Organizational Development,  
National Educators Academy of the Philippines, and  
Teacher Education Council Secretariat*

**SUBJECT : ADVISORY ON THE ORIENTATION AND CAPACITY BUILDING  
WORKSHOP ON THE IMPLEMENTING GUIDELINES ON THE  
ESTABLISHMENT OF SCHOOL GOVERNANCE COUNCIL (SGC)**

**DATE : 26 October 2022**

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With reference to **DM-OUHROD-2022-0110** *Orientation and Capacity Building Workshop on the Implementing Guidelines on the Establishment of School Governance Council (SGC)*, please be advised of the following changes:

1. The Orientation and Capacity Building Workshop on SGC will now focus on providing Technical Assistance to Regional and Division School-Based Management (SBM) Coordinators regarding the SGC Functionality Assessment Tool. The activity shall be referred as SGC Functionality Assessment Tool Capacity Building Workshop. For the Program Design, kindly refer to the attached *Annex A*.
2. The SGC Functionality Assessment Tool Capacity Building Workshop will be held in three (3) Batches. For the specific details, kindly refer to the table below:

BATCH	REGION	DATE	VENUE
1	I, II, IV-B, V, CAR, CARAGA	December 1-2, 2022	NEAP Marikina
2	VI, VIII, IX, X, XI, XII	December 5-6, 2022	NEAP Marikina
3	III, IV-A, NCR, VII	December 6-7, 2022	NEAP Marikina



3. This activity shall be participated by the FTAD Chief and/or SBM Coordinator from the Regional Office and ALL SDO SBM Coordinators.
4. For travel expenses, please be guided of the following arrangements:

PARTICIPANTS	WHERE TO CHARGE THE TRAVEL EXPENSES
Management Staff and Resource Speakers	BHROD-SED GASS Fund with activity code: AC-22-BHROD-SED-GASS-018
RO and SDO Participants	Respective local funds

All expenses are subject to the usual accounting and auditing rules and regulations.

5. **FOR BATCH 1 PARTICIPANTS**, kindly refer to the following board and lodging and meal arrangement:

BATCH 1						
Date	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Board and Lodging
Dec. 1		✓	✓	✓	✓	✓
Dec. 2	✓	✓	✓	✓	✓	✓
Dec. 3	✓	✓	✓			

- The workshop will start on December 2, 2022 at 1:00 PM and will end on December 2, 2022 at 3:00 PM.
- Batch 1 Participants may already check-in at the venue on December 1, 2022 at 9:00 AM (first meal is snack); Check-out is on December 3, 2022 at 12:00 NN (last meal is lunch).

6. **FOR BATCH 2 PARTICIPANTS**, kindly refer to the following board and lodging and meal arrangement:

BATCH 1						
Date	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Board and Lodging
Dec. 4				✓	✓	✓
Dec. 5	✓	✓	✓	✓	✓	✓
Dec. 6	✓	✓	✓			

- The workshop will start on December 5, 2022 at 8:00 AM and will end on December 6, 2022 at 11:00 AM.
- Batch 2 Participants may already check-in at the venue on December 4, 2022 at 2:00 PM (first meal is snack); Check-out is on December 6, 2022 at 12:00 NN (last meal is lunch).

7. **FOR BATCH 3 PARTICIPANTS**, kindly refer to the following board and lodging and meal arrangement:

BATCH 2						
Date	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Board and Lodging
Dec. 6			✓	✓	✓	✓

Dec. 7	✓	✓	✓	✓	✓	✓
Dec. 8	✓	✓	✓			

- The workshop will start on December 6, 2022 at 1:00 PM and will end on December 7, 2022 at 3:00 PM.
- Batch 3 Participants shall check-in at the venue on December 6, 2022 at 12:00 NN (first meal is lunch); Participants may check-out on December 8, 2022 at 12:00 NN (last meal is lunch).

Kindly confirm your attendance through this link: [bit.ly/2022\\_SGCTool-Attendance](https://bit.ly/2022_SGCTool-Attendance) on or before **November 21, 2022**.

For other concerns, kindly coordinate with Ms. Marian M. Efondo of BHROD-SED at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or call (02) 8633-5397.

*[BHROD-SED/ Efondo]*



SGC FUNCTIONALITY ASSESSMENT TOOL CAPACITY BUILDING WORKSHOP

**PROGRAM DESIGN**

**BATCH 1:** December 1-2, 2022

**Participants:** Region I, II, IV-B, V, CAR, CARAGA

TIME		ACTIVITY
START	END	
<b>Day 1 – December 1, 2022 (Thursday)</b>		
9:00 AM	11:30 AM	<b>Arrival of Management Team and Participants</b> Check in at the venue Snack – First Meal
11:30 AM	1:00 PM	<b>Registration and Lunch</b>
1:00 PM	1:45 PM	<b>Preliminaries</b>
		National Anthem and Prayer
		House Norms and Reminders
		Recognition of Participants
		Welcome Remarks
		Photo Opportunity
1:45 PM	2:00 PM	<b>Program Proper</b>
		Objectives of the workshop
		Discussion of Program Flow
		Groupings
2:00 PM	2:30 PM	<b>Activity 1:</b> Context and Background
2:30 PM	2:45 PM	BREAK
2:45 PM	5:00 PM	<b>Activity 2:</b> Status Updates
<b>Day 2 December 2, 2022 (Friday)</b>		
8:00 AM	8:15 AM	PRELIMINARIES
8:15 AM	10:15 AM	<b>Activity 3:</b> Discussion of Challenges per Governance Level
10:15 AM	10:30 AM	BREAK
10:30 AM	12:00 NN	<b>Activity 4:</b> Mitigation and Contingency Plan
12:00 NN	1:00 PM	BREAK
1:00 PM	1:30 PM	<b>Activity 5:</b> Discussion of Timeline for 2023
1:30 PM	3:00 PM	<b>Activity 6:</b> Development of Action Plan for 2023
	3:00 PM	<b>CLOSING</b>

**BATCH 2 – December 5-6, 2022****Participants:** Region VI, VIII, IX, X, XI, XII

TIME		ACTIVITY
START	END	
<b>Day 0 – December 4, 2022 (Sunday)</b>		
2:00 PM		<b>Arrival of Management Team and Participants</b> Check in at the venue Snack – First Meal
6:00 PM		Dinner
<b>Day 1 – December 5, 2022 (Monday)</b>		
7:30 AM	8:00AM	<b>Registration</b>
8:00 AM	8:45 AM	<b>Preliminaries</b>
		National Anthem and Prayer
		House Norms and Reminders
		Recognition of Participants
		Welcome Remarks
		Photo Opportunity
8:45 AM	9:00 AM	<b>Program Proper</b>
		Objectives of the workshop
		Discussion of Program Flow
		Groupings
9:00 AM	9:30 AM	<b>Activity 1:</b> Context and Background
9:30 AM	9:45 AM	BREAK
9:45 AM	12:00 NN	<b>Activity 2:</b> Status Updates
12:00 NN	1:00 PM	BREAK
1:00 PM	3:00 PM	<b>Activity 3:</b> Discussion of Challenges per Governance Level
3:00 PM	3:15 PM	BREAK
3:15	5:00 PM	<b>Activity 4:</b> Mitigation and Contingency Plan
<b>Day 2 December 6, 2022 (Tuesday)</b>		
8:00 AM	8:30 AM	Preliminaries
8:30 AM	9:00 AM	<b>Activity 5:</b> Discussion of Timeline for 2023
9:00 AM	10:30 AM	<b>Activity 6:</b> Development of Action Plan for 2023
10:30 AM	11:00 AM	<b>CLOSING</b>



**BATCH 3** – December 6-7, 2022

**Participants:** Region III, IV-A, NCR, VII

TIME		ACTIVITY
START	END	
<b>Day 1 – December 6, 2022 (Tuesday)</b>		
11:30 AM	1:00 PM	<b>Registration and Lunch</b>
1:00 PM	1:45 PM	<b>Preliminaries</b>
		National Anthem and Prayer
		House Norms and Reminders
		Recognition of Participants
		Welcome Remarks
		Photo Opportunity
1:45 PM	2:00 PM	<b>Program Proper</b>
		Objectives of the workshop
		Discussion of Program Flow
		Groupings
2:00 PM	2:30 PM	<b>Activity 1:</b> Context and Background
2:30 PM	2:45 PM	BREAK
2:45 PM	5:00 PM	<b>Activity 2:</b> Status Updates
<b>Day 2 December 7, 2022 (Wednesday)</b>		
8:00 AM	8:15 AM	PRELIMINARIES
8:15 AM	10:15 AM	<b>Activity 3:</b> Discussion of Challenges per Governance Level
10:15 AM	10:30 AM	BREAK
10:30 AM	12:00 NN	<b>Activity 4:</b> Mitigation and Contingency Plan
12:00 NN	1:00 PM	BREAK
1:00 PM	1:30 PM	<b>Activity 5:</b> Discussion of Timeline for 2023
1:30 PM	3:00 PM	<b>Activity 6:</b> Development of Action Plan for 2023
	3:00 PM	<b>CLOSING</b>