



Republic of the Philippines
Department of Education



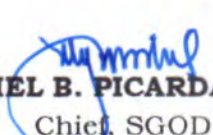

AUTHORITY TO TRAVEL

CONTROL NO.

876

REGION: 7 – Central Visayas

BUREAU/DIVISION/SCHOOL: NEGROS ORIENTAL

Date of Filing	November 10, 2022
NAME & Designation	REGINA CLARINA E. EMPESO EdD – SEPS
Permanent Station	SDO Negros Oriental
Purpose of Travel	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
Activity Organized/ Sponsored by	Department of Education, Office of the Undersecretary Human Resource and Organizational Development, National Educators Academy of the Philippines and Teacher Education Council Secretariat
Period Covered <i>(Inclusive of Travel Time)</i>	December 5-8, 2022 Note: Services during Saturdays and Sundays and Holidays entitle to a COC upon submission of duly accomplished Daily Time Record (Form 48).
Please Check	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time
Venue/Destination	NEAP Marikina, 15 Cepeda St, Marikina, 1807 Metro Manila
Expenses Covered	Travelling, food, accommodation, and other incidental expenses (subject to the usual accounting and auditing rules and regulations)
Fund Source <i>(Pap Code/...)</i>	Division MOOE
Recommending Approval:	Approved:
 RACHEL B. PICARDAL, EdD Chief, SGOD	 SENEN PRISCILLO P. PAULIN, CESO V 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

NOV 06 2022

REGIONAL MEMORANDUM
No. **0938**, s. 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/PTAD/MGB/apv



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Telephone Nos.: (032) 231-1433; (032) 414-7399
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Republika ng Pilipinas

Department of Education

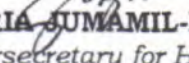
OFFICE OF THE UNDERSECRETARY

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

MEMORANDUM

DM-OUHROD-2022-0291

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM :  **GLORIA SUMAMIL-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

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 on or before **November 21, 2022**.

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

[BHROD-SED/Efono]

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

BATCH 2 – December 5-6, 2022

Participants: Region VI, VIII, IX, X, XI, XII

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

BATCH 3 – December 6-7, 2022

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

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