



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

17 Apr 2024

DIVISION MEMORANDUM
SGOD No. **048** s. 2024

**SUBMISSION OF SGC FUNCTIONALITY DOCUMENTS USING THE REVISED SGC
FUNCTIONALITY ASSESSMENT TOOL FOR PUBLIC SECONDARY SCHOOLS**

To: Public Schools District Supervisors/Principals In-Charge
Public Secondary School Heads
All Others Concerned

1. To strengthen the implementation of the School Governance Council, the **SGC Functionality Assessment Tool for Secondary Schools** was developed to collect information in identifying priority areas that may need support and assistance from the different governance levels. Anent this, all public secondary schools are advised to upload their respective SGC documents before May 8, 2024.
2. However, schools listed below that have already submitted their SGC documents via the previous link are no longer required to resubmit. Their submissions are considered final.

	NAME OF SCHOOL	DATE OF SUBMISSION
1.	LAMBUKAY IS	January 30, 2024
2.	TABLU NATIONAL HIGH SCHOOL	February 1, 2024
3.	SAN JOSE NHS	February 8, 2024
4.	SURALLAH NHS	March 1, 2024

3. Remaining schools that have not yet uploaded their SGC documents are instructed to do so exclusively via this link: <https://bit.ly/2023SGCFAT>
4. For further inquiries, personnel concerned may contact Jett A. Javellana, Education Program Specialist II - SMME at 09215622255.
5. Immediate dissemination of this memorandum is directed.

LEONARDO M. BALALA, CESO V
Schools Division Superintendent



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Encl.: N o n e

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS

JAJ/DM- submission of SGC functionality documents using the revised SGC
functionality assessment tool for public secondary schools
0000/April 17, 2024



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