



Republic of the Philippines  
Department of Education  
REGION VIII - EASTERN VISAYAS

December 11, 2023

**REGIONAL MEMORANDUM**

No. **1374**, s. 2023

**MONITORING OF THE ROLL-OUT, DATA COLLECTION, VALIDATION, AND REPORT GENERATION OF THE SCHOOL GOVERNANCE COUNCIL FUNCTIONALITY ASSESSMENT TOOL (SGC-FAT)**

To: Schools Division Superintendents  
SGOD Chiefs  
Division SBM Coordinators  
All Others Concerned

1. Complying with DO No. 26, s. 2022 Implementing Guidelines on the Establishment of School Governance Council and DM-OUHROD-2023-1399 Roll-out of the School Governance Council Functionality Assessment Tool For Public Secondary Schools for SY 2023-2024, the Field Technical Assistance Division of this Office shall monitor the roll-out, data collection, validation, and report generation of the School Governance Council Functionality Assessment Tool (SGC-FAT).
2. The monitoring activities shall be on the following schedules:

Schools Division Offices	Dates
Southern Leyte	December 13-14, 2023
Maasin City	December 14-15, 2023
Biliran	January 4-5, 2024
Catbalogan City	January 9-10, 2024
Samar	January 11-12, 2024
Leyte	January 24-26, 2024
Ormoc City	February 20-21, 2024
Baybay City	February 21-22, 2024
Northern Samar	March 18-20, 2024
Calbayog City	March 21-22, 2024
Tacloban City	March 25-26, 2024
Eastern Samar	April 1-2, 2024
Borongan City	April 11-12, 2024

3. The FTAD staff shall validate the Means of Verification (MOVs) of at least 5 secondary schools per SDO.
4. Each SDO shall ensure validity of the secondary schools' MOVs before uploading them to the SGC-FAT.
5. Each SDO shall accomplish Report No. 2 of the SGC-FAT once the validated MOVs are already uploaded by the school to the functionality tool.



6. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director

Enclosure: None

References: DO 26, s. 2022; DM-OUHROD-2023-1399

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

IMPLEMENTING GUIDELINES  
SCHOOL GOVERNANCE COUNCIL  
SCHOOL GOVERNANCE COUNCIL FUNCTIONALITY TOOL

FTAD-MDS

