



Republic of the Philippines  
Department of Education  
Region VIII  
SCHOOLS DIVISION OF TACLOBAN CITY  
Tacloban City

February 4, 2024

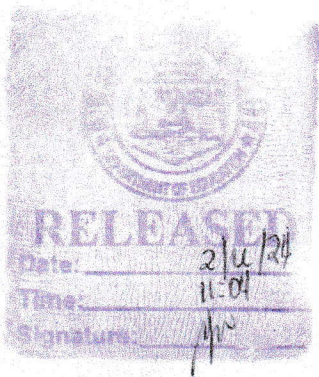
DIVISION MEMORANDUM

No. DSS. 2024

**MONITORING AND TIMELINE OF THE UPLOADING, VALIDATION, AND REPORT  
GENERATION OF THE SCHOOL GOVERNANCE COUNCIL FUNCTIONALITY  
ASSESSMENT TOOL (SGC-FAT)**

TO: **ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CID & SGOD CHIEFS  
EDUCATION PROGRAM SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
DIVISION SGC COMPOSITE TEAM  
ELEMENTARY & SECONDARY SCHOOLHEADS  
ALL OTHERS CONCERNED**

1. In compliance with DepEd Order No. 26 series 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 School Governance and Operations Division shall monitor the uploading, data collection, validation, and report generation of the SGC Functionality Assessment Tool(SGC-FAT).
2. Secondary schools shall accomplish and upload the required MOVs to the SGC FAT (Report 1) on or before February 26,2024. SDO composite team shall validate the encoded data and uploaded MOVs and submit SGC -FAT Report 2 on or before March 22,2024.
3. For information of and compliance of all those concerned.



  
**SHERLITA A. PALMA, EdD, CESO VI**

OIC-Assistant Schools Division Superintendent 