



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

17 September 2026

DIVISION MEMORANDUM
No. 353, s. 2026

**SGC FUNCTIONALITY PREPARATORY AND PRE-VALIDATION ACTIVITY:
ACCOMPLISHMENT OF THE PROGRESS, MEANS OF VERIFICATION (MOV)
ACCOMPLISHMENT, AND GOOGLE DRIVE UPLOAD MONITORING TOOL**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Public Schools District Supervisors/District In-Charge
All Public Elementary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 026, s. 2022, the Schools Division Office of Nueva Vizcaya shall conduct a Division-level SGC Functionality Preparatory and Pre-Validation Activity through the SGC Functionality Progress Monitoring, Means of Verification (MOV) Accomplishment, and Google Drive Upload Monitoring Tool.
2. The activity shall enable public elementary schools to monitor their SGC functionality, accomplish and upload available MOVs and the signed Validity Form, and prepare for the actual validation pending the issuance of the official Central Office validation form and guidelines. The results shall provide the Division Office with data on gaps, issues, concerns, and technical assistance needs as basis for appropriate interventions by the Division Field Technical Assistance Team (DFTAT).
3. The activity aims to:
 - a. monitor the progress of SGC functionality implementation;
 - b. determine the accomplishment and uploading status of the required MOVs;
 - c. assist schools in organizing and preparing their evidences for the actual validation;
 - d. identify implementation gaps, issues, concerns, and technical assistance needs; and
 - e. provide data as basis for targeted technical assistance by the DFTAT.
4. The online accomplishment of the SGC Functionality Progress Monitoring, MOV Accomplishment, and Google Drive Upload Monitoring Tool constitutes the activity.

All Public Elementary School Heads shall access and accomplish the online spreadsheet through:

<https://tinyurl.com/SGCElemProgressMonitoring>



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
Cellphone No: • +63 962 681 4945 • +63 992 035 2123
Email Address: nuevavizcaya@deped.gov.ph
Website: <https://sdonuevavizcaya.com/>



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

5. In accomplishing the online tool, School Heads shall:
- accomplish only the row corresponding to their respective school;
 - review each SGC Functionality Indicator and corresponding MOV;
 - tick the appropriate checkbox to indicate whether each MOV has been accomplished and uploaded to the school's designated Google Drive repository.
 - ensure that the school's Google Drive link is available, accessible, and secured for authorized Division personnel;
 - upload the accomplished and signed Validity Form to the designated Google Drive folder; and
 - indicate identified gaps, issues, concerns, and technical assistance needs in the appropriate portion of the tool.

Important Reminder: School Heads shall not edit, delete, or modify entries belonging to other schools. All information and uploaded evidences shall be based on actual school records and shall be subject to review by the concerned PSDSs and/or DFTAT.

6. Each school shall ensure that its SGC MOVs are properly uploaded and organized in the designated Google Drive repository. Uploaded evidences shall be complete, authentic, legible, properly labeled, and accessible to authorized Division personnel. The signed Validity Form shall likewise be uploaded to the designated folder.

7. The Division Field Technical Assistance Team (DFTAT) shall review the accomplished online tool. The results shall be used to identify school-specific and common gaps, issues, concerns, and technical assistance needs and to provide appropriate technical assistance, coaching, and mentoring.

8. This activity shall not be considered the official SGC Functionality Validation. It is a preparatory and pre-validation activity intended to enhance school readiness for the actual validation upon issuance of the official Central Office validation form and guidelines.

9. The accomplishment of the SGC Functionality Progress Monitoring, MOV Accomplishment, and Google Drive Upload Monitoring Tool shall be undertaken through three progress monitoring periods:

Progress Monitoring	Deadline
First Progress Monitoring	September 24, 2026
Second Progress Monitoring	October 22, 2026
Third Progress Monitoring	November 26, 2026

School Heads shall update their respective school entries in the online monitoring tool during each progress monitoring period to reflect the current status of SGC functionality, MOV accomplishment, and Google Drive uploading.

10. Immediate and wide dissemination of this Memorandum is hereby directed.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

09-2026-647



 **Address:** Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
 **Cellphone No:** • +63 962 681 4945 • +63 992 035 2123
 **Email Address:** nuevavizcaya@deped.gov.ph
 **Website:** <https://sdonuevavizcaya.com/>