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

10 November 2026

DIVISION MEMORANDUM
No. 456 , s. 2026

DISSEMINATION AND ADMINISTRATION OF THE SCHOOL GOVERNANCE COUNCIL (SGC) FUNCTIONALITY ASSESSMENT TOOL FOR ALL PUBLIC ELEMENTARY SCHOOLS

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
Public Elementary School Heads
All Others Concerned

1. In compliance with DepEd Order No. 22, s. 2026, this Office disseminates the School Governance Council (SGC) Functionality Assessment Tool (SGC-FAT) issued by the Department of Education – Central Office, for the assessment of the functionality of School Governance Councils in all public elementary schools in the Schools Division of Nueva Vizcaya.

2. A total of 321 public elementary schools are covered by this assessment and are required to accomplish the online SGC Functionality Assessment Tool through the official link issued by the Central Office:

tinyurl.com/SGCFATNV

The official list of the 321 schools covered by this assessment shall serve as the reference for monitoring and tracking compliance.

3. In accomplishing the assessment, all concerned schools shall strictly observe the following guidelines:

a. **One-Time Submission Only**. Each school shall accomplish and submit the assessment tool only once. Multiple submissions from the same school are not necessary and shall be avoided.

b. **Use of Official DepEd Email Account**. The assessment tool must be accessed and accomplished using the school's official DepEd email account. Submissions using personal or non-DepEd email accounts shall not be considered valid.

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c. **Completion and Uploading of Means of Verification (MOVs)**. All minimum and required MOVs corresponding to each SGC functionality indicator shall be completed, properly organized, and uploaded in the school's official Google Drive. These MOVs shall conform to the documentary requirements and specifications presented during the Technical Assistance Workshop on School Governance Council conducted on July 28–31, 2026.

d. **Availability of the Online Assessment Tool**. The SGC-FAT online link shall remain open and accessible until December 31, 2026. All concerned schools are enjoined to accomplish the assessment and ensure the completeness and availability of the required MOVs within the prescribed period.

e. **Accessibility of Official School Google Drive**. Each school shall ensure that its official Google Drive folder containing the required MOVs is properly organized and that appropriate viewing access is granted to the authorized Division validators to facilitate the online validation scheduled from January to March 2027. Schools shall maintain the accessibility of these folders throughout the validation period.

4. The online validation of the accomplished assessments and supporting MOVs shall be conducted from January to March 2027. All schools are expected to ensure that their uploaded documents are complete, properly labeled, organized, and accessible for validation and verification.

5. All District Supervisors are requested to monitor and ensure the compliance of all public elementary schools within their respective districts. School heads shall take the lead in ensuring the accuracy, completeness, and integrity of their school's assessment and supporting documents.

6. The School Governance and Operations Division (SGOD), through the School Management, Monitoring and Evaluation (SMME) Section, shall oversee the implementation, monitoring, and consolidation of the assessment results and provide the necessary technical assistance to concerned schools, as may be needed.

7. For strict compliance and appropriate guidance.

DEPARTMENT OF EDUCATION
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By: quen
DIVISION OF NUEVA VIZCAYA

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Schools Division Superintendent
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