



Republic of the Philippines  
Department of Education  
REGION VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

February 13, 2024

**DIVISION MEMORANDUM**

No. 084, s. 2024

**UPLOADING AND VALIDATION OF DATA AND OTHER MEANS OF  
VERIFICATION ON THE SCHOOL GOVERNANCE COUNCIL -  
FUNCTIONALITY ASSESSMENT TOOL (SGC-FAT)**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisor (CID & SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Secondary School Heads  
All Others Concerned

1. Pursuant to Regional Memorandum No. 111, s. 2024 re: Timeline for the Uploading and Validation of Data and Other Means of Verification on the School Governance Council – Functionality Tool (SGC-FAT), this Office through the School Governance and Operations Division (SGOD) – School Management Monitoring and Evaluation (SMM&E) sets a synchronized uploading and validation of data and other means of verification (MOVs) on the SGC-FAT on February 22, 2024 at 8 a.m. until 5 p.m. at the Division Conference Hall.

2. This activity aims to:

2.1 extend and provide technical assistance to schools on the uploading and validation of data and other means of verification (MOVs) on the SGC-FAT; and

2.2 ensure 100% compliance of the secondary schools in uploading the SGC-FAT.

3. Expected participants of the said activity are the School Heads of the following schools:

- 3.1 Tarabucan National High School
- 3.2 Patong-Happy Valley Integrated School
- 3.3 Himalandrog-Seven Hills Integrated School
- 3.4 Tomaligues Integrated School
- 3.5 San Jose Integrated School



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- 3.6 Canjumadae Integrated School
- 3.7 Lapaan Integrated School
- 3.8 Mancol Integrated School
- 3.9 Peña I National High School
- 3.10 Caglanipao Sur Integrated School
- 3.11 Cagbayang Integrated School
- 3.12 Mawacat Integrated School
- 3.13 Malaga National High School
- 3.14 Oquendo National High School
- 3.15 Gadgaran Integrated School
- 3.16 Calbayog Arts and Design School of Eastern Visayas
- 3.17 Migara National High School
- 3.18 Tabawan Integrated School
- 3.19 Bagacay Integrated School
- 3.20 Mag-Ubay National High School
- 3.21 Rafael Lentejas Memorial School of Fisheries
- 3.22 Calbayog City Night High School
- 3.23 Cabatuan National High School
- 3.24 Mabini II Integrated School
- 3.25 Calbayog City National High School
- 3.26 Trinidad National High School
- 3.27 Acedillo Integrated School
- 3.28 Macatingog Integrated School
- 3.29 Lonoy Integrated School
- 3.30 Carayman National High School
- 3.31 Malajog Integrated School
- 3.32 San Policarpo National High School
- 3.33 San Joaquin National High School - Manguino-O Annex
- 3.34 San Joaquin National High School
- 3.35 Panoypoy Integrated School
- 3.36 Basud Integrated School
- 3.37 Dawo Integrated School
- 3.38 Pilar National Agricultural National High School
- 3.39 Pinamurutan Integrated School
- 3.40 Limarayon Integrated School
- 3.41 Cabicahan Integrated School

4. Along this line, the School Heads of the schools mentioned above shall bring the necessary original copies of MOVs per Functionality Indicator stipulated in DepED Order No. 26, s. 2022. You may also see the attached list of MOVs for your guidance.

5. Further, each participant shall bring a laptop and extension wire for easy uploading of the said tool.

6. Proxy is strictly NOT ALLOWED. 100% attendance of the concerned School Heads is a must.



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7. To facilitate the validation of data and MOVs, the Division SGC Composite Team is also expected to join the said activity.

Chairperson: **DR. JUN-NILOU D. DULFO**  
OIC-Asst. Schools Division Superintendent

Members: **DR. AVELINA P. TUPA**  
OIC-Chief ES, SGOD

**ATTY. MARIA CATHERINE S. BARANDINO**  
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EPS Designate-ADM/Division TA Coordinator

**GARY H. BALLON**  
ITO I

Secretariat: **ASTHER E. BACHAR**  
EPS II-SMM&E

**ROSALIA M. RIVERA**  
EPS II-HRD

8. Expenses incurred for food (self provision) and transportation during the said activity shall be charged against School MOOE and/or other local funds subject to usual accounting and auditing rules and regulations.

9. This Memorandum shall serve as the **Travel Authority** of all the concerned personnel.

10. Immediate dissemination of and strict compliance with this Memorandum are earnestly desired.



  
**MARGARITO A. CABAYONA JR. PhD, CESO VI**  
OIC-Schools Division Superintendent



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