

SGC FUNCTIONALITY ASSESSMENT TOOL

For Secondary Schools

Enclosure No. 1 to DM-OUHROD-2022-_____

In relation to the mandate of DO 26, s. 2022 on the establishment of School Governance Council (SGC) and to ensure that all public schools are able to establish functional SGCs, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHRDO-SED) shall conduct a monitoring and evaluation of SGCs using the SGC Functionality Assessment Tool ("Tool").

The **SGC Functionality Assessment Tool** ("Tool") aims to initially assess the functionality of SGCs in secondary schools. The Tool consists of the following components:

- **Two (2) Main Purposes**
(1) To provide structure for **shared governance**, and (2) to provide a **feedback mechanism**.
- **Twelve (12) Functionality Indicators**
Functionality indicators are anchored on the two main purposes of the SGC and can be found in Section VII of DO 26, s. 2022. In the Tool, these indicators are grouped according to the functions per purpose. Additionally, a brief description on how the Functionality Indicator can be observed is also included to provide schools with further guidance in establishing functional SGCs.
- **Nineteen (19) Functionality Sub-indicators**
These are the specific activities that enable the achievement of their corresponding functionality indicator. In the Tool, seven (7) functionality indicators have sub-indicators. These sub-indicators are divided into:
 1. **Primary Sub-indicators**, which are the sub-indicators that **determine the achievement** of their corresponding Functionality Indicators, and thus must be met; and
 2. **Other Sub-indicators**, which are the sub-indicators that SGCs may comply with only when applicable.

The results of the assessment shall be used as information in identifying priority areas that may need support and assistance from the different governance levels.

ACCOMPLISHING THE SGC FUNCTIONALITY ASSESSMENT TOOL

1. **The SGC Functionality Assessment Tool must be accomplished ONLINE.** *To assist the SGC in their preparation for the accomplishment of the online SGC Functionality Assessment Tool, the Council may use this printable Tool.*
2. **The Designated Co-Chairperson shall lead the accomplishment of the online SGC Functionality Assessment Tool.** *He/she must consult with the Council the data to be submitted via the online version of the Tool.*
3. **Complete the following sections:**
 - **School Profile:** The SGC shall provide information about the school.
 - **SGC Functionality Indicators for Shared Governance:** The SGC shall assess its functionality as a structure for shared governance based on the eight (8) functionality indicators.
 - **SGC Functionality Indicators for Feedback Mechanism:** The SGC shall assess its functionality as a feedback mechanism based on the four (4) functionality indicators.

DETERMINING A FUNCTIONAL SGC THROUGH THE SGC FUNCTIONALITY ASSESSMENT TOOL

For an SGC to be considered functional, the Council must be able to **comply with at least 10 out of the 12 (at least 80%) Functionality Indicators** based on the **minimum MOVs** submitted. Thus, at a minimum, a functional SGC complies with the following requirements:

1. **Functionality Indicators** without sub-indicators are observed (*Yes to the Functionality Indicators without sub-indicators*).
2. **Primary Sub-indicators**, under Functionality Indicators with sub-indicators, are observed (*Yes to the Primary Sub-indicators*).
3. **Minimum MOVs** are submitted.

Other Sub-indicators are also **recommended to be attained** to further strengthen the SGC's functionality. Further, **Additional MOVs** may be submitted when available to showcase its advanced practices.

Assessment In Secondary Schools

Katrin Zwirgmaier



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Assessment In Secondary Schools Introduction

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