

## Republic of the Philippines

# Department of Education

REGION VIII

### SCHOOLS DIVISION OF CALBAYOG CITY

January 16, 2024

### **DIVISION MEMORANDUM**

No. 028 , s. 2024

## SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD) DAY

TO

Chief Education Supervisor (CID & SGOD)

Education Program Supervisors
Public Schools District Supervisors

Public & Private Elementary and Secondary School Heads

All SGOD Personnel All Others Concerned

- 1. For better and improved school governance and operations, and to ensure the sustainability of programs, projects, and activities of the division towards continuous improvement, this Office through the School Governance and Operations Division (SGOD) announces the conduct of **SGOD Day once a month**.
- 2. This activity aims to extend and provide technical assistance to schools in terms of:
  - 2.1 Support for School Management and Operations;
  - 2.2 Planning and Research Management;
  - 2.3 Community-Level Linkages and Partnerships;
  - 2.4 Human Resource Development;
  - 2.5 Quality Assurance;
  - 2.6 Office Administration and Performance Management;
  - 2.7 Health and Nutrition Services; and
  - 2.7 Education Facilities.
- 3. It is on this premise that this Office through SGOD shall select a school to be visited based on its needs as per quarterly Enhanced Progress Monitoring and Evaluation Data Sheet (EProMEDS) submitted to the Office of the School Management Monitoring and Evaluation (SMM&E) Section.
- 4. Once the school is identified, the SGOD shall schedule a visit with its Chief Education Supervisor, Education Program Supervisor, and the Section Heads or any representative of its six (6) functional sections.



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#### Department of Education Region VIII-Eastern Visayas Schools Division of Calbayog City

- 5. Along this line, the School Head of the identified school shall prepare the following documents:
  - 5.1 School Improvement Plan (SIP);
  - 5.2 Annual Implementation Plan (AIP) of the current CY;
  - 5.3 School Profile;
  - 5.4 National School Building Inventory (NSBI) Report;
  - 5.5 School Self-assessment Result on SBM Level of Practice;
  - 5.6 Learners' and Teachers' Medical and Dental Health Cards;
  - 5.7 Latest Enhance Progress Monitoring and Evaluation Data Sheet (EProMEDS);
  - 5.8 School GAD Plan; and
  - 5.9 Screenshots of the DPDS Reports for the last 3 months.

6. For the First Quarter of the CY 2024 (January to March), below are the following schools to be visited:

Date	School	District
January 24, 2024	Cabicahan Integrated School	Oquendo 2
February 23, 2024	Patong-Happy Valley IS	Calbayog 4
	Canjumadac Integrated School	Calbayog 5

- 7. However, the schedule of the rest of the quarters shall be disseminated through a separate Division Memorandum.
- 8. Further, the identified school is highly discouraged from preparing food, leis, and tokens for the SGOD Personnel.
- 9. Expenses for the food of the SGOD personnel during the said activity shall be charged against the Division MOOE-SGOD subject to the usual government accounting and auditing rules and regulations.
- 10. This Memorandum shall serve as the **Travel Authority** of all the concerned personnel.

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

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

To be indicated in the Perpetual Index Under the following subjects:

SGOD GOVERNANCE AND OPERTIONS

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