



**Republic of the Philippines  
Department of Education**

(2) 12/3

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>NAME</b>	DR. EPIFANIA F. CARANDANG
<b>Position/Designation</b>	SGOD Chief
<b>Purpose of Travel</b> (must be supported by attachments)	To attend Regional Roll-Out of the School Governance Council (SGC) Functionality Assessment Tool
<b>Host of Activity</b>	DepEd Region IV-A CALABARZON
<b>Inclusive Dates</b>	December 6-8, 2023
<b>Destination</b>	NEAP, MALVAR BATANGAS
<b>Fund Source</b>	Local Funds: MOOE

*I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.*

**DR. EPIFANIA F. CARANDANG**

Name and Signature of Requesting Employee

**December 4, 2023**

Date

*This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.*

**MR. PHILLIP B. GALLENDZ**

Name and Signature of Recommending Authority

Date

**APPROVED**

**SUSAN DL. ORIBIANA, CESO V**

Name and Signature of Approving Authority

Date



**Republic of the Philippines  
Department of Education**

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>NAME</b>	PASCUAL C. LA ROSA JR.
<b>Position/Designation</b>	SEPS - SMME
<b>Purpose of Travel</b> (must be supported by attachments)	To attend Regional Roll-Out of the School Governance Council (SGC) Functionality Assessment Tool
<b>Host of Activity</b>	DepEd Region IV-A CALABARZON
<b>Inclusive Dates</b>	December 6-8, 2023
<b>Destination</b>	NEAP, MALVAR BATANGAS
<b>Fund Source</b>	Local Funds: MOOE

*I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.*

  
**PASCUAL C. LA ROSA JR.**

Name and Signature of Requesting Employee

**December 4, 2023**  
Date

*This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.*

  
**DR. EPIFANIA F. CARANDANG**

Name and Signature of Recommending Authority

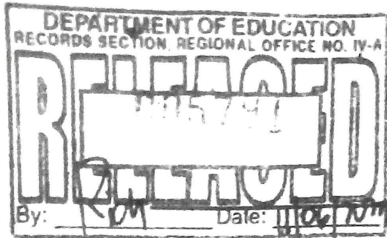
Date

**APPROVED**

  
**SUSAN DL. ORIBIANA, CESO V**

Name and Signature of Approving Authority

Date



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



FTAD-RA-2023-142

November 6, 2023

In compliance with DepEd Order (DO) No. 8, s. 2013  
this advisory is issued not for endorsement per DO 28, s. 2001,  
but only for the information of DepEd officials,  
personnel/staff, as well as the concerned public.  
(Visit [depedcalabarzon.ph](http://depedcalabarzon.ph))

**CHANGE OF SCHEDULE OF THE REGIONAL ROLL-OUT OF  
THE SCHOOL GOVERNANCE COUNCIL (SGC)  
FUNCTIONALITY ASSESSMENT TOOL**

With reference to Regional Memorandum No. 616, s. 2023 titled Regional Roll-Out of the School Governance Council (SGC) Functionality Assessment Tool, please be informed that the final schedule of this activity is moved from November 8-10, 2023, to **December 6-8, 2023**, at NEAP Malvar, Batangas.

All participants are subject to CSC & DBM Joint Circular No. 2, s. 2004, "Non-monetary Remuneration for Overtime Services Rendered" no. 5.0 (5.9 Availment of CTO) on December 8, 2023, as a Special Non-Working Holiday.

The other provisions of the previous memorandum are still in effect.

For information and guidance of all concerned.

cc:04/ROF2

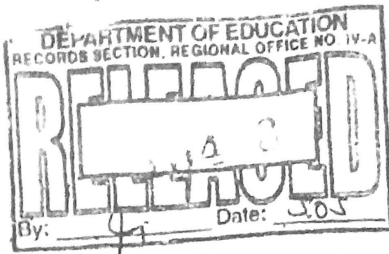


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Certificate No. PNP QMS  
22 93 0086





Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



QAD-RM-2023-616

05 October 2023

**Regional Memorandum**  
No. 616 s. 2023

**REGIONAL ROLL-OUT OF THE SCHOOL GOVERNANCE  
COUNCIL (SGC) FUNCTIONALITY ASSESSMENT TOOL**

To **Schools Division Superintendents**

1. In compliance with DM-OUHROD-2023 No. 1399, re: **Roll-Out of the School Governance Council (SGC) Functionality Assessment Tool for Secondary Schools** and RM No. 545 s. 2023, re: **Online Orientation on the Evaluation Process of the Schools' Governance Council Roles, Functions, and Practices in Schools**, the Field Technical Assistance Division will conduct a 3-day **Regional Roll-Out of the School Governance Council Functionality Assessment Tool for Secondary Schools** on November 8-10, 2023, at a venue to be announced separately through an advisory.
2. This activity aims to:
  - a. review the SGC's structure, roles, functions, and practices of the different SGC governance levels;
  - b. provide technical assistance in navigating the functionality assessment tool vis-a-vis its indicators; and
  - c. develop an action plan in the provision of TA in navigating the functionality assessment tool.
3. The participants in this activity are the SGOD Chiefs, SBM Coordinators, and One (1) ICT personnel per SDO. The identified participants are requested to accomplish online via this link: [http://bit.ly/PreReg\\_SGCRollout2023](http://bit.ly/PreReg_SGCRollout2023) on or before November 3, 2023. They are requested to bring laptop and an extension cord. Attached hereto is the program of activities.
4. Travel and related expenses relative to this activity such as board and lodging of the participants and transportation/other incidental expenses of the RO Program Management Team (PMT) shall be charged against the Regional Funds while transportation and other incidental expenses of the participants shall be charged against their MOOE/Local funds subject to the usual COA accounting and auditing rules and regulations. The first meal to be served

will be breakfast of Day 1 and the last meal will be PM snacks of the last scheduled day.

5. For more inquiries and other details of the activity, please coordinate with Mr. Ramil G. Ginete of the Field Technical Assistance Division at [fta.calabarzon@deped.gov.ph](mailto:fta.calabarzon@deped.gov.ph) or landline (02) 862-2114 loc.430 for further clarification and assistance.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
 Regional Director 

ROF2