



Republic of the Philippines  
**Department of Education**  
REGION III  
Schools Division Office of Bulacan

December 29, 2023

**OFFICE MEMORANDUM**

No. *526* s. 2023

**SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD) FOCUS  
GROUP DISCUSSION ON THE MONTHLY TARGETS ANCHORED ON  
2024 ANNUAL IMPLEMENTATION PLAN PER FUNCTIONAL UNIT  
AND OFFICE FUNCTIONS VERSION 3**

To: SGOD Personnel

1. Anent to the realization of the SGOD Office Functions Version 3, the School Governance and Operations Division shall conduct a focus group discussion on January 8 and 9, 2024 at a venue to be announced later. This focus group discussion involves meeting of minds of the SGOD personnel to converse on the monthly activities to be conducted per functional unit anchored on the unit AIP 2024 and office functions version 3. Questions will be asked about personnel's perceptions attitudes, beliefs, opinion, or ideas on their topic of their concerns. The target outcomes are as follows:
  - a. To supports and capacitates schools and Learning Centers in ensuring a safe and conducive learning environment and compliant to policies and quality standards of Governance and Operations.  
Indicators:
    - Schools and Learning Centers (LCs) effectively and efficiently deliver education services Implementation Rate of the Programs/Projects/Activities reflected in the Division Annual Implementation Plan/PMIS
    - Percentage of disseminated and utilized quality assured basic education research
    - Percentage of schools with improved SBM rating/level of practice
    - Percentage of schools with improved ESIP/AIP level of implementation
    - Percentage of Schools and Learning Centers (LCs) are monitored, evaluated, and validated in terms of its compliance to quality standards of governance and operations



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- b. Schools and Learning Centers maintain a safe and conducive learning environment.  
Indicator:
- Percentage of schools and learning centers evaluated as safe, conducive, and responsive using the standard DepEd tools
2. Participants to this activity are the top management, chief education supervisor, division education program supervisor, senior education program specialists, education program specialists II, planning officer, program development officer, physical facilities engineers, youth formation officers, medical officer, dentists, and select nurses (programs focal persons) of the SGOD.
  3. Expenses to be incurred in the conduct of the said activity shall be charged against Division MOOE subject to the usual accounting and auditing rules and regulations.
  4. Attached is Enclosure No. 1 – Work Matrix as reference.
  5. It is expected that all participants observe the minimum health standard protocols as pre-emptive interventions to combat any infectious diseases.
  6. Immediate and wide dissemination of this Office Memorandum is desired.

  
**NORMA P. ESTEBAN, EdD., CESO V**  
Schools Division Superintendent 



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Enclosure No. 1, of the Office Memorandum No s. 2023

**MATRIX**

**Day 1**

- Registration (In charge – YFOs)
- Opening program (SMME)
- Presentation of Office Functions Version 3 specifically the targets set during the December EXECOM
- Presentation of the Weekly SGOD Plan
- Revisitation the functional units' targets as set in the AIP
- Preparation of Monthly Target of Activities per Functional Unit (Outputs)

**Day 2**

- Management of Learning (SMN)
- Presentation of Outputs
  - DEPS – Sports, Private Schools Issues and Concerns
  - SMME
  - SMN
  - HRD
  - Planning and Research
  - DRRM
  - YFO
  - Physical Facilities
  - Medical and Dental
  - Closing Program (In charge - HRD)