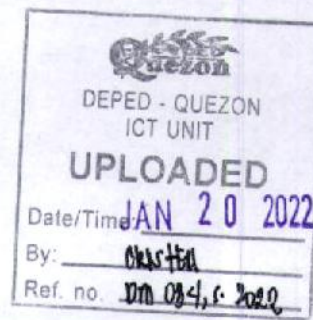




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



17 January 2022

DIVISION MEMORANDUM

DM No. 034, s. 2022

DESIGNATION OF SCHOOL HEAD IN-CHARGE OF GOVERNANCE AND OPERATIONS (SHiGO)

To: OIC-Assistant Schools Division Superintendents
Division Chiefs
School Heads in-charge of Governance and Operations (SHiGOs)
All Others Concerned

1. To streamline its operations and reporting systems, this Office through the School Governance and Operations Division (SGOD) designates a **School Head in-charge of Governance and Operations (SHiGO)** per schools district.
2. The SHiGO should perform the following responsibilities:
 - a. monitoring and evaluation of programs, activities and projects (PAPs) in the District, on areas of governance and operations only;
 - b. providing technical assistance to other schools in terms of governance and operations in coordination with the concerned SGOD section/unit;
 - c. collaborating with the School Management Monitoring and Evaluation (SMME) Section on the collection of data and reporting of SGOD-related programs during the conduct of Division Monitoring and Evaluation Plan Adjustment (DMEPA); and
 - d. accomplishing other governance and operations related tasks as may be assigned by the SDO through the SGOD.
3. The SHiGO must be a full-fledged elementary or secondary school principal with notable performance in managing school operations as reflected in his/her Office Performance Commitment and Review Form (OPCRF).
4. A Messenger group chat will be created for SHiGOs to coordinate to school heads the submission of reports and dissemination of information related to governance and operations. On this regard, the Public Schools District Supervisors are requested to inform their respective

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SHiGOs to accomplish the Google Form through this link: tinyurl.com/SHIGO17 on or before **February 8, 2022**.

5. Widest dissemination of and strict compliance to this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

smme/ord/01/17/2022

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