



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Negros Oriental

Office of the Schools Division  
Superintendent

DIVISION MEMORANDUM  
No. 0027, s. 2024

17 JAN 2024

**VALIDATION OF FUNCTIONAL SCHOOL GOVERNANCE COUNCIL (SGC) IN THE  
SECONDARY SCHOOLS**

To: Assistant Schools Division Superintendents  
Chief, CID and SGOD  
Public Schools District Supervisors  
All Public Secondary School Heads  
All Others Concerned

1. Relative to the establishment of the School Governance Council (SGC) in schools pursuant to DepEd Order No. 26, s. 2022 titled **Implementing Guidelines on the Establishment of School Governance Council**, the Regional Field Technical Assistance Team (RFTAT) scheduled a **face-to-face validation** of established SGCs in all public secondary schools throughout the region on **January 16 – 21, 2024**.
2. Anent this, all Secondary School Heads are hereby directed to prepare all necessary Means of Verification (MOVs) relative to the establishment of their respective SGC and its functionality.
3. District Supervisors and District SBM Coordinators are hereby directed to provide technical assistance to their respective Secondary School Heads and verify the necessary documents that ensure the function of the SGC as a structure for shared governance and feedback mechanism.
4. Further, Supervisors and Coordinators must see to it that templates used are pursuant to the provided templates from the Bureau of Human Resource and Organizational Division-School Effectiveness Division (BHROD-SED).
5. Kindly refer to the following attached templates for guidance:
  - 5.1 SGC Action Plan
  - 5.2 SGC Monitoring & Evaluation Report
  - 5.3 SGC Transmittal
  - 5.4 SGC Notice of Meeting
  - 5.5 SGC Membership Certificate
  - 5.6 SGC Resolution
  - 5.7 SGC Organizational Structure
  - 5.8 SGC Quarterly Progress Report
  - 5.9 SGC Minutes of Meeting
  - 5.10 SGC Concept Note



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos.: (035) 225-2838 / 225-2376 / 422-7644

DepEd TAYO SDO Negros Oriental


[negros.oriental@deped.gov.ph](mailto:negros.oriental@deped.gov.ph)

[www.depednegor.net](http://www.depednegor.net)

5.11 SGC Report of Documentation

6. The establishment of the SGCs aims to recognize and strengthen the role of school stakeholders, alongside Local Government Units (LGUs), as partners in providing learners accessible and quality education, upholding children's rights, and promoting respect and well-being in the learning environment to ensure effective education service delivery.
7. For information, guidance, and compliance.

By Authority of the Schools Division Superintendent:

  
**LANI B. YURONG**  
Administrative Officer V  
Office-in-Charge

1/11/24





Republic of the Philippines  
Department of Education  
REGION VII - CENTRAL VISAYAS  
[DIVISION]  
[SCHOOL]  
[ADDRESS]  
SCHOOL YEAR 2023-2024

**SCHOOL GOVERNANCE COUNCIL  
ACTION PLAN  
School Year: 2023- 2024**

AREAS OF CONCERN	PRIORITIZED NEEDS	OBJECTIVE	ACTIVITIES	EXPECTED OUTPUTS	TIME FRAME	RESOURCES				REMARKS
						Persons Involved	Materials	Budgetary Requirements	Source of Funds	

Prepared by:

Approved by:

\_\_\_\_\_  
SGC Secretary

\_\_\_\_\_  
SGC Elected Co-Chairperson

\_\_\_\_\_  
SGC Designated Co-Chairperson

[OFFICE ADDRESS]  
[CONTACT DETAILS]  
[EMAIL ADDRESS]



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

[DIVISION]  
[SCHOOL]  
[ADDRESS]  
SCHOOL YEAR 2023-2024

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**SCHOOL GOVERNANCE COUNCIL**  
**MONITORING AND EVALUATION REPORT**  
**QUARTER \_\_\_\_\_**

PROGRAM/ ACTIVITY	OBJECTIVE/TARGET	DATE OF MONITORING	% of ACCOMPLISHMENT		ACCOPLISHMENTS STATUS (COMPLETE, PARTIAL, ON-GOING, PENDING)	ISSUES/ CONCERNS	RECOMMENDATION/ ACTION POINT
			Physical	Financial			

**Prepared by:**

**Approved by:**

**SIGNATURE OVER PRINTED NAME**

SGC Secretary

**SIGNATURE OVER PRINTED NAME**

SGC Elected Co-Chairperson

**SIGNATURE OVER PRINTED NAME**

SGC Designated Co-Chairperson

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[OFFICE ADDRESS]  
[CONTACT DETAILS]  
[EMAIL ADDRESS]



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
[DIVISION]  
[SCHOOL]  
[ADDRESS]  
SCHOOL YEAR 2023-2024

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**SCHOOL GOVERNANCE COUNCIL**  
**NOTICE OF MEETING**

**TO** : **SGC Members**

**FROM** : \_\_\_\_\_  
SGC Elected Co-Chairperson      SGC Designated Co-Chairperson

**SUBJECT** : [Insert SUBJECT]

**DATE** : [Insert DATE]

**VENUE** : [INSERT VENUE/MODE]

---

**INTRODUCTION:**

[Insert brief description of the purpose of the meeting]

**AGENDA:**

The SGC of [SCHOOL NAME] invites its members for a meeting to discuss the following:

- Agenda #1
- Agenda #2
- Agenda #3
- Agenda #4

For inquiries, please contact [SECRETARY NAME] at (##) ###-#### or email at \_\_\_\_\_.



Republic of the Philippines  
Department of Education  
REGION VII - CENTRAL VISAYAS  
[Schools Division]  
[School]  
[School Address]  
SCHOOL YEAR 2023-2024

## Certificate of Membership

*This certifies that*

**CLAUDINE LATORZA**

is the [*Position*] of the [Name of School] - School Governance Council for the School Year 2023-2024.

Given this \_\_\_\_ day of Month, 2023 at Maanyag National High School.

**SIGNATURE OVER PRINTED NAME**

School Principal



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
[DIVISION]  
[SCHOOL]  
[ADDRESS]  
SCHOOL YEAR 2023-2024

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**SCHOOL GOVERNANCE COUNCIL**

**TRANSMITTAL**

TO : <NAME>  
Chairman  
Local School Board  
Municipality of \_\_\_\_

FROM : <NAME>  
Elected or Designated Co-Chairperson

SUBJECT : [Insert SUBJECT]

DATE : [Insert DATE]

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**INTRODUCTION:**

[Insert brief description of project/resolution/agreement facilitated through this transmittal letter]

**TRANSMITTAL:**

In this regard this is to submit the [Document/Attachment Name Submitted] (see [Annex A\*]).

[Insert Description of Document/Attachment]

NOTE: make sure to attach the referred document as ANNEX to this transmittal letter

Thank you!



Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS  
 [DIVISION]  
 [SCHOOL]  
 [ADDRESS]  
 SCHOOL YEAR 2023-2024

**SCHOOL GOVERNANCE COUNCIL**

Excerpt from the Minutes of the Meeting of [Name of School]-School Governance Council held on Month day, 202\_ at [Venue].

**Present Attendees:**

<u>SIGNATURE OVER PRINTED NAME</u> SGC Elected Co-Chairperson	<u>SIGNATURE OVER PRINTED NAME</u> SGC Designated Co-Chairperson
<u>SIGNATURE OVER PRINTED NAME</u> SGC Secretary	<u>SIGNATURE OVER PRINTED NAME</u> Voting Member, Name of Organization
<u>SIGNATURE OVER PRINTED NAME</u> Voting Member, Name of Organization	<u>SIGNATURE OVER PRINTED NAME</u> Voting Member, Name of Organization
<u>SIGNATURE OVER PRINTED NAME</u> Voting Member, Name of Organization	<u>SIGNATURE OVER PRINTED NAME</u> Voting Member, Name of Organization
<u>SIGNATURE OVER PRINTED NAME</u> Voting Member, Name of Organization	<u>SIGNATURE OVER PRINTED NAME</u> Voting Member, Name of Organization
<u>SIGNATURE OVER PRINTED NAME</u> Voting Member, Name of Organization	<u>SIGNATURE OVER PRINTED NAME</u> Voting Member, Name of Organization
<u>SIGNATURE OVER PRINTED NAME</u> Voting Member, Name of Organization	<u>SIGNATURE OVER PRINTED NAME</u> Voting Member, Name of Organization

**RESOLUTION NO. 0\_\_**  
**SERIES OF 202\_\_**

**A RESOLUTION ON** [state the subject]

**WHEREAS,** [state the subject]

**WHEREAS,** [state the subject]

**WHEREAS,** [state the subject]

**WHEREAS,** [state the subject]



<School Address> Telephone Number: <tel no>



**RESOLVED AS IT IS HEREBY RESOLVED THAT** [state details]

**RESOLVED FURTHER THAT** [state details]

**WE HEREBY CERTIFY TO THE CORRECTNESS OF THE FOREGOING RESOLUTION.**

**UNANIMOUSLY APPROVED;** this \_\_\_\_\_ day of Month, 202\_\_ at [Name of School]

**Prepared by:**

**SIGNATURE OVER PRINTED FULL NAME**

SGC Secretary

**Attested by:**

**SIGNATURE OVER PRINTED NAME**

Voting Member, Name of Organization

**SIGNATURE OVER PRINTED NAME**

Voting Member, Name of Organization

**SIGNATURE OVER PRINTED NAME**

Voting Member, Name of Organization

**SIGNATURE OVER PRINTED NAME**

Voting Member, Name of Organization

**SIGNATURE OVER PRINTED NAME**

Voting Member, Name of Organization

**SIGNATURE OVER PRINTED NAME**

Voting Member, Name of Organization

**SIGNATURE OVER PRINTED NAME**

Voting Member, Name of Organization

**SIGNATURE OVER PRINTED NAME**

Voting Member, Name of Organization

**SIGNATURE OVER PRINTED NAME**

Voting Member, Name of Organization

**SIGNATURE OVER PRINTED NAME**

Voting Member, Name of Organization

**SIGNATURE OVER PRINTED NAME**

Voting Member, Name of Organization

**SIGNATURE OVER PRINTED NAME**

Voting Member, Name of Organization

**SIGNATURE OVER PRINTED NAME**

SGC Designated Co-Chairperson

**SIGNATURE OVER PRINTED NAME**

SGC Elected Co-Chairperson

**SIGNATURE OVER PRINTED NAME**

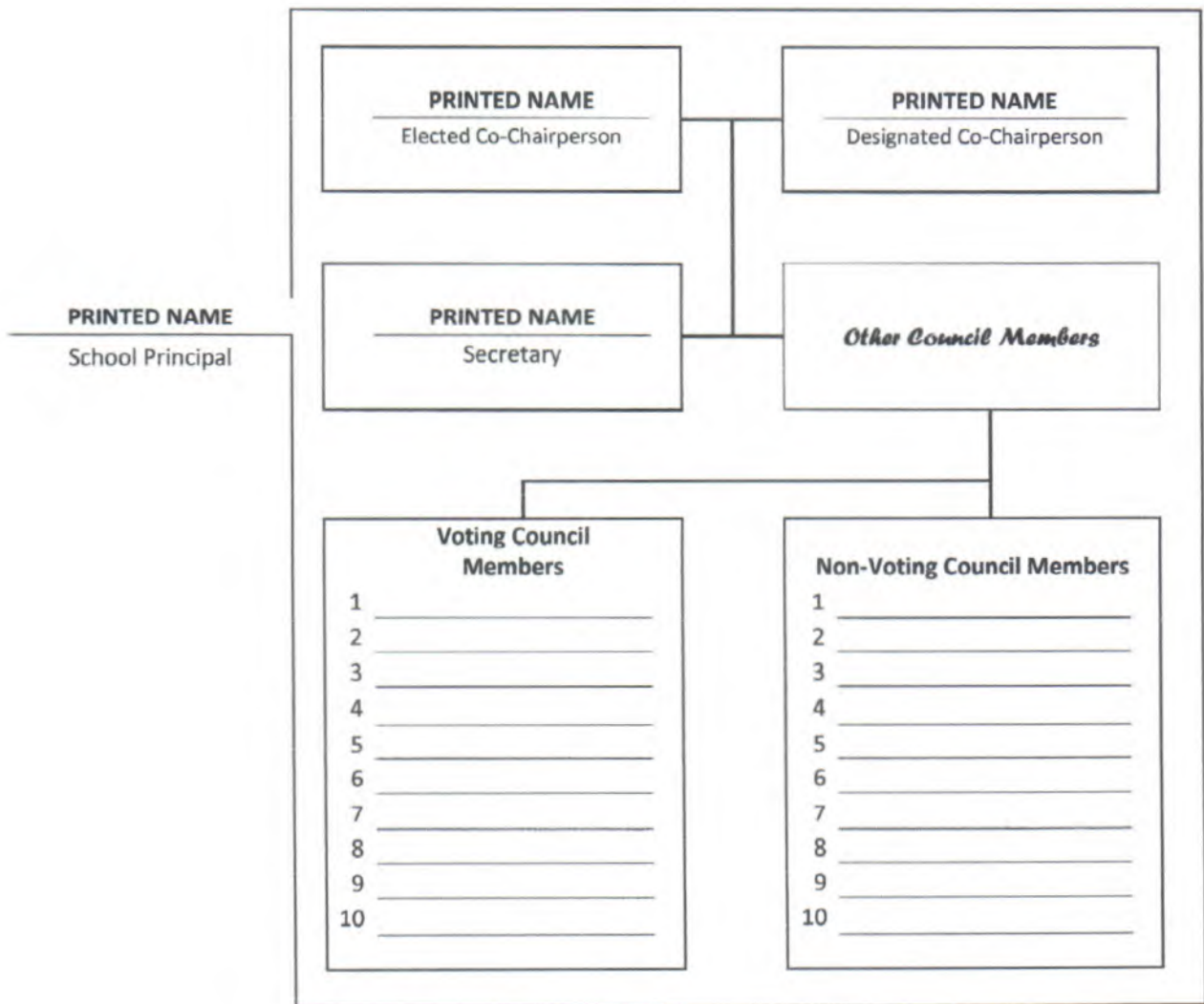
School Principal



Republic of the Philippines  
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REGION VII - CENTRAL VISAYAS  
[DIVISION]  
[SCHOOL]  
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SCHOOL YEAR 2023-2024

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**SCHOOL GOVERNANCE COUNCIL**  
**ORGANIZATIONAL STRUCTURE**





Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
[DIVISION]  
[SCHOOL]  
[ADDRESS]  
SCHOOL YEAR 2023-2024

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**SCHOOL GOVERNANCE COUNCIL**  
**QUARTERLY PROGRESS REPORT**  
\_\_\_\_\_ QUARTER

<b>PROGRAM/ ACTIVITY</b>	<b>OBJECTIVES</b>	<b>Expected Outputs/ Outcomes</b>	<b>ACCOMPLISHMENT</b>	<b>% of ACCOPLISHMENTS</b>	<b>ACCOMPLISHMENT STATUS (ACCOMPLISHED, ON- GOING, PENDING)</b>	<b>DATE ACCOMPLISHED</b>

**Prepared by:**

**Approved by:**

\_\_\_\_\_  
SGC Secretary

\_\_\_\_\_  
SGC-Elected Co-Chairperson

\_\_\_\_\_  
SGC-Designated Co-Chairperson

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[OFFICE ADDRESS]  
[CONTACT DETAILS]  
[EMAIL ADDRESS]

The [Name of School] - School Governance Council convened its regular meeting on Month, day, 202\_\_ at the [venue]. The meeting began at [time] and was presided over by the [SGC Position], [Name of Presider]. The primary purpose of the meeting was to discuss \_\_\_\_\_, which need SGC assistance and guidance. The specifics of the discussion are as follows:

AGENDA/TOPIC	DISCUSSION	AGREEMENT/RESOLUTION <i>(if any)</i>

**D. CLOSING**

The meeting was adjourned at [time].

**Prepared by:**

**Approved by:**

**SIGNATURE OVER PRINTED NAME**

SGC Secretary

**SIGNATURE OVER PRINTED NAME**

SGC Elected Co-Chairperson

**SIGNATURE OVER PRINTED NAME**

SGC Designated Co-Chairperson



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS

[DIVISION]  
[SCHOOL]  
[ADDRESS]  
SCHOOL YEAR 2023-2024

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**SCHOOL GOVERNANCE COUNCIL**

**MINUTES OF THE SGC MEETING**

Date (Time)  
Venue

**A. Attendance** (See attached Attendance Sheet):

*Present*

	<b>NAME</b>	<b>POSITION</b>	<b>ORGANIZATION</b>
1		SGC Elected Co-Chairperson	School Governance Council
2		SGC Designated Co-Chairperson	School Governance Council
3		SGC Secretary	School Governance Council
4			Parents Teachers Association
5			School Planning Team
6			Faculty Club
7			Alumni Association
8			Child Protection Unit
9			Disaster and Risk Reduction Management Team
10			
11			
12			
13			

*Absent*

	<b>NAME</b>	<b>POSITION</b>	<b>ORGANIZATION</b>
1			
2			
3			
4			
5			

**B. QUOROM**

\_\_\_\_% Present Attendees; a Quorum has been established.

**C. DISCUSSION PROPER**



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
[DIVISION]  
[SCHOOL]  
[ADDRESS]  
SCHOOL YEAR 2023-2024

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**SCHOOL GOVERNANCE COUNCIL**

**CONCEPT NOTE**

PROJECT TITLE: \_\_\_\_\_  
PROJECT SUPERVISOR: \_\_\_\_\_  
ORGANIZATION: \_\_\_\_\_  
START DATE: \_\_\_\_\_  
END DATE: \_\_\_\_\_

**BACKGROUND:**

*[Insert exhaustive background stating the purpose of the project/ activity]*

**OBJECTIVE/S:**

The project aims to:

1. Objective 1
2. Objective 2
3. Objective 3

**MAIN ACTIVITIES:**

The main activities to be conducted for this project are:

1. MA1
  - a. Specific activity
2. MA2
  - a. Specific activity
3. MA3
  - a. Specific activity

**EXPECTED ACCOMPLISHMENTS:**

The project aims to accomplish the following:

1. EA1
2. EA2
3. EA3

**INDICATORS OF ACHIEVEMENT:**

---

[OFFICE ADDRESS]  
[CONTACT DETAILS]  
[EMAIL ADDRESS]

The following scenarios indicate achievement of the objectives:

1. IA1
2. IA2
3. IA3

**BUDGETARY REQUIREMENTS**

ITEM	QUANTITY	UNIT PRICE	TOTAL	GRAND TOTAL

**Prepared by:**

**SIGNATURE OVER PRINTED NAME**

SGC Secretary

**Approved by:**

**SIGNATURE OVER PRINTED NAME**

SGC Elected Co-Chairperson

**SIGNATURE OVER PRINTED NAME**

SGC Designated Co-Chairperson



Republic of the Philippines  
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REGION VII – CENTRAL VISAYAS  
[DIVISION]  
[SCHOOL]  
[ADDRESS]  
SCHOOL YEAR 2023-2024

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**SCHOOL GOVERNANCE COUNCIL  
DOCUMENTATION**

[INSERT PROJECT TITLE]

**OVERVIEW**

[Insert project overview, including the date, venue, attendees, & leading organization]

**OBJECTIVES:**

The project aims to:

- 1.
- 2.
- 3.

**ACTIVITIES CONDUCTED:**

[Insert description of activities highlighting the Name of Activity, Location and Persons Involved]

[Ensure that you insert photo/s or photo documentations of activity/ies. Write captions underneath each photo/s]

**CURRENT STATUS:**

[Insert description of the status quo *with or without photo documentation*]

**ACCOMPLISHMENTS/ISSUES/CONCERNS:**

[Insert description of accomplishments/Issues/Concerns with photo documentation]

[INSERT PHOTO DOCUMENTATION/S]

[Short Description]

**Prepared by:**

**SIGNATURE OVER PRINTED NAME**

SGC Secretary



**Approved by:**

**SIGNATURE OVER PRINTED NAME**  
SGC Elected Co-Chairperson

**SIGNATURE OVER PRINTED NAME**  
SGC Designated Co-Chairperson