



Republic of the Philippines  
**Department of Education**

REGION XI  
SCHOOLS DIVISION OF DIGOS CITY

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025-411

To : Assistant Schools Division Superintendent  
SGOD & CID Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Division Composite Team on SGC Functionality Assessment Tool  
All Others Concerned

Subject : **DISSEMINATION OF THE MEMORANDUM ON THE RELEASE OF  
SGC ADVOCACY MATERIAL: TO-DO-CALENDAR**

Date : July 16, 2025

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This has reference to Regional Memorandum FTAD-2025-020, re: Dissemination of the Memorandum on the Release of SGC Advocacy Material: To-Do-Calendar.

In support of the continuous promotion and strengthening of School Governance Councils (SGCs) as a vital mechanism in mechanism in school-based governance, this Office disseminates the attached Memorandum DM-OUHROD-2025-1774 on the Release of SGC Advocacy Material: To-Do Calendar.

The School Governance Council (SGC) serves as a key mechanism in promoting shared governance under the framework of School-Based Management (SBM). It brings together key stakeholders to collaboratively plan, implement, and monitor school initiatives. Through consultative decision-making, the SGC strengthens, the SGC strengthens the role of school stakeholders as partners in providing learners with accessible and quality education.

The SGC To-Do Calendar serves as a practical guide to assist schools in effectively planning and executing their SGC-related activities aligned with key education governance timelines and policy thrusts. It is designed to reinforce stakeholder participation, ensure timely actions, and foster a shared accountability culture in school operations and development. It is a personalized tool that SGCs may customize by setting up activities based on preferred dates and specific tasks. While they have flexibility to adjust, it is advisable to align the activities set for each quarter and prepare the necessary Means of Verification (MOV) to accurately document progress.



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Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DIGOS CITY


**Office of the Schools Division Superintendent**

To access the SGC To-Do Calendar, it can be downloaded from the following links:

1. For schools with no existing **SGC: [tinyurl.com/SGCCalendar1](https://tinyurl.com/SGCCalendar1)**
2. For schools with existing **SGC: [tinyurl.com/SGCCalendar2](https://tinyurl.com/SGCCalendar2)**

Should you have any questions or clarification, please contact EPS-SGOD Cherrie Anne B. Bohol.

Immediate dissemination of this memorandum is desired.

  
**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent  
JUL 21 2025  


DepEd Schools Division of Digos City

RECORDS SECTION

**RELEASED**  
15-70478

DATE: JUL 21 2025 TIME: 7:07 PM

BY: 

Enclosed: As stated.  
SGOD/cab



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
Telephone Nos.: (082) 553-8375; (082) 553-8396





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

July 11, 2025

REGIONAL MEMORANDUM  
FTAD-2025-020

DISSEMINATION OF THE MEMORANDUM ON THE RELEASE  
OF SGC ADVOCACY MATERIAL: TO-DO-CALENDAR

To: Schools Division Superintendents

1. In support of the continuous promotion and strengthening of School Governance Councils (SGCs) as a vital mechanism in school-based governance, this Office disseminates the attached Memorandum DM-OUHROD-2025-1774 on the Release of SGC Advocacy Material: To-Do Calendar.
2. The SGC To-Do Calendar serves as a practical guide to assist schools in effectively planning and executing their SGC-related activities aligned with key education governance timelines and policy thrusts. It is designed to reinforce stakeholder participation, ensure timely actions, and foster a shared accountability culture in school operations and development.
3. Schools Division Offices are enjoined to cascade the advocacy material to the public elementary and secondary schools to ensure its utilization by the respective SGCs.
4. Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO  
Director IV

Encl.: As stated  
ROF3/app

DEPARTMENT OF EDUCATION - DAVAO  
RECORDS SECTION  
**RELEASED**

July 14, 2025



Address: F. Torres St., Davao City (8000)  
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Email Address: region11@deped.gov.ph  
Website: www.depedoxi.ph







Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

10 JUL 2025

7/10/25 17

MEMORANDUM  
DM-OUHROD-2025-1734

TO : **CONCERNED REGIONAL DIRECTORS**  
**CONCERNED SCHOOLS DIVISION SUPERINTENDENTS**

ATTN : **FIELD TECHNICAL ASSISTANCE DIVISION**  
**SCHOOL GOVERNANCE AND OPERATIONS DIVISION**

FROM : **WILFREDO E. CABRAL**  
*Undersecretary for Human Resource  
and Organizational Development*

SUBJECT : **RELEASE OF SGC ADVOCACY MATERIAL: TO-DO CALENDAR**

DATE : 30 June 2025

The School Governance Council (SGC) serves as a key mechanism in promoting shared governance under the framework of School-Based Management (SBM). It brings together key stakeholders to collaboratively plan, implement, and monitor school initiatives. Through consultative decision-making, the SGC strengthens the role of school stakeholders as partners in providing learners with accessible and quality education.

To strengthen the implementation of School Governing Councils (SGCs), the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) has developed the **SGC To-Do Calendar**. This tool is thoughtfully crafted to serve as a practical guide for building and sustaining a functional SGC. It helps councils stay organized, aligned with the school's goals, and focused on continuous school improvement.

The SGC To-Do Calendar is a personalized tool that SGCs may customize by setting up activities based on their preferred dates and specific tasks. While they have the flexibility to adjust, it is advisable to align the activities set for each quarter and prepare the necessary Means of Verification (MOV) to accurately document progress.

To access the SGC To-Do Calendar, it can be downloaded from the following links:

[1] For Schools with no existing SGC: [tinyurl.com/SGCCalendar1](https://tinyurl.com/SGCCalendar1)

[2] For Schools with existing SGC: [tinyurl.com/SGCCalendar2](https://tinyurl.com/SGCCalendar2)

For questions or clarifications, please contact BHROD-SED through phone at (02) 8633 - 5397 or email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph).

For your guidance and appropriate action.

cc: Office of the Secretary, Department of Education



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Effectivity	09.20.21	Page	1 of 1

