

#### Republic of the Philippines

### Department of Education

REGION XI SCHOOLS DIVISION OF DIGOS CITY

#### Office of the Schools Division Superintendent

#### **DIVISION MEMORANDUM**

SGOD-2025-4

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

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.





#### 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
- 2. For schools with existing SGC: tinyurl.com/SGCCalendar2

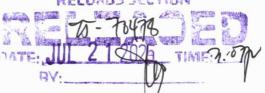
Should you have any questions or clarification, please contact EPS-SGOD Cherrie Anne B. Bohol.

Immediate dissemination of this memorandum is desired.

MELANIE P. ESTACIO, PhD, CESO

Schools Division Superintendent

repEd Schools Division of Digos City



Enclosed: As stated.

SGOD/cab





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Republic of the Philippines

# Department of Education

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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.
- 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.

Encl.: As stated ROF3/app

RECURS SETTION NO.

14,002

Director IV Chair





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Republika ng Pilipinas

## Department of Education

## OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM DM-OUHROD-2025-1774

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
- [2] For Schools with existing SGC: 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.

For your guidance and appropriate action.

ca: Office of the Secretary, Department of Education





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