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Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**  
**DIVISION MEMORANDUM**  
SGOD-2026-222

To : SGOD & CID Chiefs  
Division Composite Team on SGC  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All others concerned

Subject : **MONITORING AND PROVISION OF TECHNICAL ASSISTANCE ON SCHOOL GOVERNANCE COUNCIL AND SCHOOL-BASED MANAGEMENT FOR CY 2026**

Date : May 7, 2026

In compliance with **DepEd Order 26, s. 2022, re: Implementing Guidelines on the Establishment of the School Governance Council (SGC) and DepEd Order No. 007, s. 2024, re: Policy Guidelines on the Implementation of the Revised School-Based Management System**, the School Governance and Operations Division in coordination with the Division Composite Team on SGC will conduct **Monitoring and Provision of Technical Assistance on SGC and SBM** for Calendar Year 2026.

The mode of monitoring and provision of technical assistance by the Division Composite Team may be face-to-face or online. As per Division Memorandum SGOD 2024-191, the Division Composite Team on SGC is as follows:

Name	Designation
ASDS Maria Genevieve T. Francisquete	Chair
SGOD Chief Sollie B. Oliver	Vice-Chair
EPS Cherrie Anne B. Bohol	Members
Reyzen Monserate	
Peter-Jason Senarillos	
April Rose O. Alcala	

In line with this, an **Online Kumustahan on SGC and SBM** will be conducted on **May 13, 2026 (Wednesday) at 1:30 p.m.** Participants in this activity are the Division Composite Team on SGC, Public Schools District Supervisors and Public School Heads. This online activity aims to:

- Reiterate DO 26, s. 2022
- Follow up the status of SGC in schools
- Present and discuss the SGC Functionality Assessment Tool

The following enclosures are hereto attached, for ready reference:

Enclosure 1: Schedule on Monitoring and Provision of Technical Assistance on SGC & SBM for CY 2026

Enclosure 2: Technical Assistance Monitoring Tool for the Implementation of School Governance Council (SGC)



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



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Travel and other incidental expenses relative to the conduct of this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

For the information of and compliance with by all concerned.

For and in the absence of the  
Schools Division Superintendent

**MARIA GENEVIEVE T. FRANCISQUETE, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge

*[Handwritten signature]*  
5/7/26

JedEd Schools Division of Digos Cit  
RECORDS SECTION

**RELEASED**  
DATE: 07 MAY 2026 TIME: 5:27pm  
BY: *[Handwritten signature]*

Enclosed: As stated.  
SGOD/cab



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**Enclosure No. 1 SCHEDULE ON MONITORING AND PROVISION OF TECHNICAL ASSISTANCE ON SGC & SBM**

District	Second Quarter	Third Quarter	Fourth Quarter
<b>Mt. Apo District</b> Apolandia Elementary School Binaton Elementary School Gaudioso Reusora Central Elementary School Marawer Elementary School Matti Elementary School Necencio A. Isidro Elementary School Rizal Central Elementary School Soong Elementary School	May 19-20, 2026	July 14-15, 2026 September 3, 2026	October 13-14, 2026
<b>Digos Occidental District</b> Balabag Elementary School Damñas Elementary School Digos City Central Elementary School Dulangan Elementary School Federico Alferes Elementary School Mahayahay Elementary School Pedro Basalan Elementary School Ranao Elementary School Ruparan Elementary School Jolencio R. Alberca Elementary School	May 21-22, 2026	July 16-17, 2026 September 4, 2026	October 15-16, 2026
<b>Digos Oriental District</b> Ramon Magsaysay CElementary School Aplaya Elementary School Badiang Elementary School Cogon Elementary School Dawis Elementary School Don Mariano Marcos Elementary School Pedro S. Garcia Elementary School Isaac Abalayan Elementary School Kibanban Elementary School	May 26-28, 2026	July 2-3, 2026 September 9, 2026	October 20-21, 2026
<b>Digos South District</b> Arcaflor Maniapao Elementary School Colorado Elementary School Domingo Abawag ES Lungag ES Remedios N. Saplala Elementary School Casildo B. Nonol, Sr. Elementary School Igpit Elementary School San Miguel Elementary School Bagumbuhay Elementary School	May 29 & June 2, 2026	July 7-8, 2026 September 10, 2026	October 22-23, 2026
<b>Secondary Schools</b> - Senior High School in Digos City - Ruparan NHS - Dawis NHS - Soong NHS - San Roque NHS - Palan Bagobo-Tagabawa National High School - Kapatagan NHS - Digos City NHS - Igpit NHS - Matti NHS	June 3 & 4, 2026	July 9-10, 2026 September 11, 2026	October 27-28, 2026



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SCHOOLS DIVISION OF DIGOS CITY

### Enclosure No. 2. TECHNICAL ASSISTANCE MONITORING TOOL FOR THE IMPLEMENTATION OF SCHOOL GOVERNANCE COUNCIL (SGC)

School Name: \_\_\_\_\_  
School ID: \_\_\_\_\_ Division: \_\_\_\_\_  
Contact Number: \_\_\_\_\_ Region: \_\_\_\_\_

Establishment of SGC (Kindly check)

\_\_\_\_\_  
Newly-Established SGC

\_\_\_\_\_  
(The school has formed the SGC after the issuance of DO 26, s. 2022. The SGC was established in SY 2022-2023 or later.)

\_\_\_\_\_  
With Existing SGC

\_\_\_\_\_  
(The school already has an SGC before the issuance of DO 26, s. 2022. The SGC was restructured in accordance with DO 26, s. 2022)

Date of Establishment \_\_\_\_\_ (Month and Year)

Name of SGC: \_\_\_\_\_

(For identification purposes, the SGC shall carry a name which shall include the name of the school like for example provided below.)

- School Governance Council of Jose Rizal Elementary School, or
- Jose Rizal Elementary School-School Governance Council)

For an SGC to be considered as functional, the Council must be able to comply with at least **10 out of the 12 (at least 80%)** Functionality Indicators based on the minimum MOVs submitted. Thus, at a minimum, functional SGC complies with the following requirements:

1. Functionality Indicators without sub-indicators are observed (Yes to all Functionality Indicators without sub-indicators);
2. Primary Sub-Indicators, under Functionality Indicators with sub-indicators, are observed (Yes to all Primary Sub-Indicators)
3. Minimum MOVs are submitted



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**School** \_\_\_\_\_ **Date of Monitoring:** \_\_\_\_\_

FUNCTIONALITY ASSESSMENT INDICATORS	Minimum MOVs	EVIDENT	NOT EVIDENT	STARTED BUT NOT COMPLETED	ISSUES/ CONCERNS	ACTION TAKEN
<p><b>FUNCTIONALITY INDICATOR (FI)</b></p> <p>FI 1. The SGC has members who are informed of and given the opportunity to exercise their roles and responsibilities in the council.</p> <p>Primary Sub- Indicator The SGC has called meetings in order to create a venue for its decision-making process.</p> <p>FI 2. The SGC established its position as consultative body in developing school policies.</p> <p>FI 2A Primary Sub-indicator The SGC has participated actively in the formulation of the SIP/AIP and other DepEd programs, projects, and activities.</p> <p>FI 3. The SGC conducted regular SGC meetings as prescribed in the DO 26, s. 2022 (Implementing Guidelines on the Establishment of School Governance Council).</p> <p>FI 3A The SGC has indicated matters through a resolution signed by all SGC voting members.</p> <p>FI 4 The SGC has organized meetings with and attended meetings of different school committees and organizations to ensure alignment of work.</p> <p>FI 4A Primary Sub-indicator The SGC has organized meetings with different school stakeholders to harmonize proposed and existing programs, projects, and activities.</p>	<p>Notice of Meetings (at least 1 of 4 regular meetings)</p> <p>Minutes of Meeting with SPT on SIP/AIP (at least 1 meeting)</p> <p>SGC Resolution (at least 1)</p> <p>Minutes of Meetings with stakeholders on programs, projects, and activities (at least one meeting)</p>					



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<p>FI 5 The SGC has coordinated with the school head the concerns of the different school committees and organizations to synchronize programs, projects, and activities in the school.</p> <p>Primary Sub-indicator The Co-Chairpersons have communicated the direction of the SGC to the School Head.</p>	<p>Copy of the communication/transmittal letter to the School Head reflecting the direction of the SGC</p>					
<p>FI 6 The SGC has taken in the conduct of needs-based and appropriate stakeholder-initiated programs and activities I.E., Brigada Eskwela, Gulayan sa Paaralan, etc.</p> <p>Primary Sub-indicators The SGC has been involved in the development of stakeholder-initiated programs and activities.</p>	<p>-Minutes of Meeting with stakeholders on stakeholder-initiated programs and activities (at least 1 meeting)  -Concept Note/Project brief, or similar document (at least 1)</p>					
<p>FI7. The SGC has recommended policies and programs to the Local School Board (LSB) to strengthen relationship with the LGU</p>	<p>-SGC Resolution recommending the SIP to LSB - Any document recommending policy/program to the LSB, based on the SIP</p>					



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	SGC Resolution in involving various sectors					
<p>FI 8. The SGC involved the different sectors to ensure inclusive representation of stakeholders in the Council</p>						
<p>FI 9. The SGC has participated in school General Assemblies, PTA Conferences, Stakeholder Convergence, SOSA and/or other stakeholder engagement activities and initiatives</p>	<ul style="list-style-type: none"> <li>- SGC Report on the issues/concerns raised during school activities/events</li> </ul>					
<p>FI 10. The SGC has organized discussions and forums that invite and inspire stakeholders to engage and participate.</p>	<ul style="list-style-type: none"> <li>- Documentation of the organized/ conducted program (at least 1)</li> <li>- Minutes of the meetings where issues/concerns are discussed</li> </ul>					
<p>FI 11. The SGC has assisted the school in communicating information to the school stakeholders through the SRC, transparency board, etc.,</p>	<ul style="list-style-type: none"> <li>- SGC Resolution on access to information (school data and information)</li> <li>- SGC's Action Plan on promoting access to information</li> </ul>					



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<p>FI 12. The SGC has suggested ways of improving the quality of SIP, AIP, and other DepEd programs, projects and activities.</p>	<p>- SGC Resolution on recommendation on ways of improving the quality of SIP, AIP, and other DepEd programs, projects, and activities (at least 1)</p>						
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Agreement:

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Name and Signature of Monitors:

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Name and Signature of School Head:

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