



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

14 JUL 2026

DIVISION MEMORANDUM

No. 289 s. 2026

**TIMELINE AND CONDUCT OF THE ELECTION OF THE NEW SET OF SCHOOL
GOVERNANCE COUNCIL (SGC) OFFICERS FOR
SCHOOL YEARS 2026–2027 TO 2028–2029**

To: Assistant Schools Division Superintendent
OIC-Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. In reference to DepEd Order No. 026, s. 2022, otherwise known as the **Implementing Guidelines on the Establishment of School Governance Council (SGC)** and Regional Memorandum No. 675, S. 2026 titled **Timeline and Conduct of the Election of the New Set of School Governance Council (SGC) Officers for School Years 2026–2027 to 2028–2029**, this Office announces the conduct of the election of the new set of School Governance Council (SGC) Officers.
2. The election aims to ensure the continuous implementation of shared governance principles and strengthen stakeholder participation in school planning, decision-making, and implementation of programs, projects, and activities.
3. In accordance with Section J (Tenure) of DepEd Order No. 026, s. 2022, all SGC officers shall serve a term of three (3) School Years. Accordingly, the officers to be elected through this process shall serve for School Years 2026–2027, 2027–2028, and 2028–2029.
4. The election shall cover the following positions:
 - a. Elected Co-Chairperson – to be elected from among the external stakeholder voting members of the SGC; and
 - b. Secretary – to be elected from among the voting members of the SGC.
5. The school shall ensure that the election shall be conducted in accordance with the procedures set forth in DepEd Order No. 026, s. 2022.
6. Following the conduct of the elections, schools shall upload the List of Newly Elected SGC Officers in PDF format to this link in PDF: <https://tinyurl.com/SDOCAPIZsgc26TO20> with the deadline on August 11, 2026.



Address: Banica, Roxas City
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Email Address: capiz@deped.gov.ph
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7. The submitted list shall serve as the Division Office's official reference in monitoring the implementation of School Governance Councils, providing technical assistance, and maintaining an updated database of SGC officers across the region.
8. Attached is the timeline of activities for your reference.
9. For more information, contact the School Management, Monitoring and Evaluation (SMME) Section through email at ronald.dile001@deped.gov.ph or mobile number 09209831298.
10. Immediate dissemination of and compliance with this Memorandum are desired.

ROEL F. BERMEJO

Schools Division Superintendent

Encl: As stated

References: DepEd Order No. 026, s. 2022

To be indicated in the Perpetual Index Under the following subjects:

ELECTIONS
POLICY



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Enclosure No. 1 to Division Memorandum No. **289**, s. 2026

TIMELINE OF ACTIVITIES

No.	Activity	Schedule
1	Online Division Orientation on the Conduct of the SGC Election. The link will be sent later.	On or before July 16, 2026
2	Issuance and Posting of Notice of Election	On or before July 17, 2026
3	Orientation of SGC Members on Election Guidelines	On or before July 20, 2026
4	Filing of Certificates of Candidacy	July 20–24, 2026
5	Posting of Final List of Candidates	July 27, 2026
6	Conduct of Election and Proclamation of Winners	On or before July 31, 2026
7	Oath-Taking and Assumption to Office	On or before August 3, 2026
8	Submission of Election Results to the Schools Division Office	On or before August 7, 2026
9	Submission of Consolidated Division Report to the Regional Office	On or before August 14, 2026