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

23 OCT 2026

DIVISION MEMORANDUM
No. 537, s. 2026

STRENGTHENING SCHOOL GOVERNANCE: ORIENTATION-WORKSHOP AND ROLLOUT OF THE SCHOOL GOVERNANCE COUNCIL (SGC) FUNCTIONALITY ASSESSMENT TOOL

To: OIC-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 Memorandum DM-OUHRODI-2026-3750, titled **Roll-out of the School Governance Council (SGC) Functionality Assessment Tool for Public Elementary Schools**, this Office announces the conduct of **Strengthening School Governance: Orientation-Workshop and Roll-Out of the School Governance Council (SGC) Functionality Assessment Tool** on October 27, 2026, Tuesday, 9:00 AM to 5:00 PM via Microsoft Teams. The meeting link and other access details will be provided to the participants through the appropriate communication channels prior to the activity.

2. To support the effective implementation and institutionalization of the School Governance Council (SGC) for School Years 2026-2027 to 2028-2029, all public elementary, secondary, and integrated schools are enjoined to participate in the orientation-workshop. The activity aims to establish a common understanding of the SGC Functionality Assessment Tool, including its purpose, administration, utilization, and the corresponding processes, procedures, and requirements to ensure its consistent and effective implementation at the school level.

3. The following personnel and stakeholders are expected to participate in the activity:

a. Public Schools District Supervisors (PSDSs)/In- Charge of the District;
b. School Heads;
c. School Governance Council (SGC) Members;
d. District SBM/SGC Focal Persons; and
e. Others Concerned.

4. Participants are requested to ensure the availability of a laptop or other appropriate device and a stable internet connection throughout the activity. Schools are likewise encouraged to identify ICT-capable personnel who can provide technical assistance during the online orientation and workshop. Participants are also reminded to have their active DepEd email account and corresponding password readily available, as these may be required to access the online platforms, tools, and resources to be used during the activity.

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5. School Heads are directed to ensure that participation in this activity shall not compromise the conduct of classes and the delivery of learning services. Appropriate arrangements and necessary adjustments shall be undertaken to ensure the continuity of instruction and the efficient operation of schools.

6. Attached is Regional Memorandum No. 1047, s. 2026, for your reference.

7. For inquiries and further information, please contact the School Governance and Operations Division (SGOD) - School Management, Monitoring, and Evaluation (SMME) Section through email at ronald.dile001@deped.gov.ph or mobile number 0920 983 1298.

8. Immediate dissemination of and compliance with this Memorandum are desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl: as stated
References: RM No. 1047, s. 2026
To be indicated in the Perpetual Index
Under the following subjects

ASSISTANCE

SCHOOLS

TRAINING PROGRAM

Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

OCT 13 2026

REGIONAL MEMORANDUM
No. 1047, s. 2026

OPERATIONAL GUIDELINES FOR THE IMPLEMENTATION OF SCHOOL GOVERNANCE COUNCIL (SGC) FUNCTIONS, PROGRAMS, AND ACTIVITIES IN PUBLIC ELEMENTARY AND SECONDARY SCHOOLS FOR SY 2026-2027

To: Assistant Regional Director
Schools Division Superintendents
Functional Division Chiefs
All Others Concerned

1. Pursuant to **DepEd Order No. 26, s. 2022**, otherwise known as the **Implementing Guidelines on the Establishment of School Governance Councils** (SGCs), and consistent with **DepEd Memorandum DM-OUHRODI-2026-3750** titled **Roll-Out of the School Governance Council (SGC) Functionality Assessment Tool for Public Elementary Schools**, this Office recognizes the vital role of School Governance Councils as structures for shared governance and feedback mechanisms that promote participatory decision-making, stakeholder engagement, transparency, accountability, and continuous school improvement.

2. To strengthen the operationalization of SGCs and ensure the meaningful exercise of their mandates throughout the school year, this Office, through the Field Technical Assistance Division, provides the implementation schedule of activities aligned with the functions and responsibilities of SGCs. The activities are intended to support schools in institutionalizing stakeholder participation, improving school governance processes, and generating authentic evidence of implementation that may be utilized during monitoring, validation, and assessment activities.

3. This memorandum aims to:

a. Provide public elementary and secondary schools with a year-round framework for implementing SGC functions, programs, and activities;
b. Strengthen the role of SGCs as consultative, coordinating, and feedback mechanisms in support of school governance;
c. Promote active stakeholder participation in school planning, implementation, monitoring, evaluation, and resource management;
d. Encourage schools to institutionalize governance processes aligned with DepEd Order No. 26, s. 2022; and

e. Ensure that schools maintain organized records and documentation evidencing the implementation of SGC functions and responsibilities.

4. This memorandum covers all public elementary and secondary schools in Region VI and shall serve as a reference in the implementation of SGC activities for School Year 2026–2027 and subsequent years.

5. School Governance Councils will continuously perform their functions as prescribed under DepEd Order No. 26, s. 2022. Schools are encouraged to integrate SGC activities into their annual implementation plans and school calendars to ensure sustained stakeholder participation and shared governance.

6. While the SGC Functionality Assessment Tool (SGCFAT) is currently implemented for public elementary schools, secondary schools are likewise encouraged to adopt these operational guidelines to strengthen governance structures and prepare for future monitoring and assessment initiatives.

7. Throughout the school year, SGCs are encouraged to:
a. Conduct regular meetings in accordance with DepEd Order No. 26, s. 2022;
b. Participate in school governance, planning, implementation, monitoring, and evaluation processes;
c. Engage with school committees, organizations, parents, alumni, local government units, civil society organizations, and other stakeholders;
d. Promote transparency through the School Report Card, Transparency Boards, social media platforms, and other communication channels;
e. Monitor stakeholder-initiated programs and partnership initiatives;
f. Advocate for child rights, learner welfare, inclusivity, diversity, and accessibility in all school programs and activities; and
g. Maintain systematic documentation and filing of records and reports related to SGC activities.

8. The roles and responsibilities of each governance level in the implementation, monitoring, and continuous improvement of School Governance Council (SGC) functions, programs, and activities are as follows:

A. School Heads and SGCs will:
a. Ensure the implementation of the activities identified in this memorandum;
b. Facilitate meaningful stakeholder participation in school governance processes;
c. Maintain records and documentation of SGC activities; and
d. Integrate SGC initiatives into school improvement and development processes.

B. The SDO SGC Composite Team will:
   a. Provide technical assistance to schools;
   b. Monitor the implementation of SGC functions, programs, and activities;
   c. Validate accomplishments, innovations, and good practices of SGCs;
   d. Support schools in strengthening SGC functionality, stakeholder participation, and shared governance mechanisms;
   e. Facilitate knowledge management initiatives by documenting, consolidating, and maintaining repositories of SGC innovations, successful practices, lessons learned, and implementation experiences across schools;
   f. Promote learning exchange and peer-to-peer collaboration through knowledge-sharing sessions, communities of practice, conferences, learning visits, and other appropriate platforms; and
   g. Identify, recognize, and disseminate exemplary SGC practices that may be adopted, replicated, or scaled up by other schools within the division.

C. The Regional SGC Composite Team will provide policy guidance, monitoring support, technical assistance, and recognition of exemplary SGC practices across the region.

9. Schools Division Offices shall monitor compliance with this memorandum and provide periodic reports on the implementation of SGC activities. Schools are encouraged to maintain a portfolio of accomplishments and supporting documents to demonstrate the effective exercise of SGC functions and responsibilities.

10. The Regional Office, through the Regional SGC Composite Team, will conduct periodic on-site monitoring and validation activities in selected Schools Division Offices and schools to assess the implementation and functionality of School Governance Councils, validate reported accomplishments and best practices, provide technical assistance, and generate evidence-based recommendations for continuous improvement.

11. The results of monitoring activities shall serve as inputs to continuous improvement initiatives, technical assistance interventions, and future policy enhancements related to school governance.

12. Attached to this memorandum are the School Governance Council Schedule of Activities as Enclosure Number 1 and Schedule of Regional Onsite School Governance Council (SGC) Implementation and Functionality Monitoring as Enclosure Number 2.

13. Expenses incurred in the conduct of Regional periodic onsite monitoring and validation activities by the Regional SGC Composite Team will be charged against available ROP Funds, while expenses at the school and division levels shall be charged against available local funds and other authorized sources, subject to

existing government accounting, auditing, budgeting, and procurement rules and regulations.

14. Immediate dissemination of and compliance with this Memorandum are desired.

CRISTITO A. ECO, CESO III
Regional Director

Encl: As stated
References: DepEd Order No. 26, s. 2022
DepEd Memorandum No. OUHRODI-2026-3750
To be indicated in the Perpetual Index
Under the following subjects

MONITORING AND EVALUATION
PERFORMANCE
PROGRAMS

JLD/FTAD/SGC Timeline...
00_/October 1, 2026

Enclosure No. 1 to Regional Memorandum No. ____ s. 2026

SCHOOL GOVERNANCE COUNCIL (SGC) SCHEDULE OF ACTIVITIES

A. First Quarter (June–August 2026)
Theme: Establishing Governance Structures and Strategic Direction

Activity	Expected Outputs	Functionality Indicator Addressed
Reconstitution/Election of SGC Officers and Members	Official List of Members	FI1 – Members are informed of and given the opportunity to exercise their roles and responsibilities
Orientation and Induction of Officers	Induction Certificates	FI1
Approval of Organizational Structure	Organizational Chart	FI1
Development of SGC Annual Work and Financial Plan	SGC Work Plan	FI3, FI12 – Regular meetings and recommendations for school improvement
First Regular SGC Meeting	Resolutions and Minutes	FI1, FI3 – Decision-making, regular meetings, and resolutions
Consultation on SIP, AIP, and School Priorities	Recommendations and Action Points	FI2, FI12 – Consultative policy development and school improvement recommendations

B. Second Quarter (September–November 2026)
Theme: Stakeholder Engagement and Shared Governance

Activity	Expected Outputs	Functionality Indicator Addressed
Stakeholder Convergence Activities	Activity Reports	FI4, FI9, FI10 – Stakeholder engagement and feedback mechanisms
Meetings with School Committees and Organizations	Minutes and Agreements	FI4, FI5 – Coordination and harmonization of school committees
Child Protection and Learner Rights Advocacy Activities	Recommendations and Resolutions	FI2, FI8 – Child rights and inclusive stakeholder representation

Consultation on School Programs and Interventions	Stakeholder Feedback Reports	FI2, FI9, FI12
Partnership and Resource Mobilization Activities	Partnership Agreements and Referrals	FI6, FI7 – Partnerships and strengthening relationships with LGUs and stakeholders
Participation in Stakeholder-Initiated Programs	Program Documentation	FI6 – Stakeholder-initiated programs and activities

C. Third Quarter (December 2026–February 2027)
Theme: Transparency, Accountability, and Community Participation

Activity	Expected Outputs	Functionality Indicator Addressed
Second Regular SGC Meeting	Resolutions and Minutes	FI3 – Regular meetings and decision-making
School Accomplishment and Resource Utilization Presentation	Transparency Reports	FI11 – Transparency and access to school information
PTA Conferences and General Assemblies	Stakeholder Consultation Reports	FI9 – Participation in assemblies and stakeholder engagements
School Report Card and Transparency Board Advocacy	Information Dissemination Materials	FI11 – Communication of school information
Stakeholder Forums and Consultations	Forum Proceedings	FI10 – Organizing discussions and forums
Monitoring of Stakeholder-Initiated Programs	Monitoring Reports	FI6 – Monitoring and evaluation of stakeholder programs

D. Fourth Quarter (March–May 2027)
Theme: Evaluation, Sustainability, and Continuous Improvement

Activity	Expected Outputs	Functionality Indicator Addressed
Third Regular SGC Meeting	Resolutions and Minutes	FI3 – Regular meetings and resolutions
Review of SIP, AIP, and School Programs	Improvement Recommendations	FI2, FI12 – Consultative governance and program improvement
Submission of Recommendations to Local	Endorsements and Communications	FI7 – Recommendations to the Local School Board

School Board and Other Stakeholders		
Evaluation of SGC Accomplishments	Accomplishment Report	FI6, FI12 – Monitoring, evaluation, and continuous improvement
Preparation of Annual SGC Report	Consolidated Report	FI11 – Transparency and reporting
Planning for the Succeeding School Year	Proposed SGC Action Plan	FI3, FI12 – Action planning and school improvement

Enclosure No. 2 to Regional Memorandum No. ____ s. 2026

Schedule of Regional Onsite School Governance Council (SGC) Implementation and Functionality Monitoring

Date	Schools Division Office
October 27-29, 2026	SDO Aklan
November 16–19, 2026	SDO Capiz and Roxas
December 9-10, 2026	SDO Iloilo City
January 11–15, 2027	SDO Iloilo Province
February 9-11, 2027	SDO Guimaras and Passi City
March 9-11, 2027	SDO Antique