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Republic of the Philippines
Department of Education
Region V– Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY

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Office of the Schools Division Superintendent

100126547 October 1, 2026

DIVISION MEMORANDUM
No. 0482 s. 2026

DIVISION VIRTUAL ORIENTATION ON THE SCHOOL GOVERNANCE COUNCIL (SGC) FUNCTIONALITY ASSESSMENT TOOL FOR PUBLIC ELEMENTARY SCHOOLS

To: Asst. Schools Division Superintendent
Chief Education Supervisors-SGOD & CID
Public Elementary School Heads
All Others Concerned

1. Pursuant to **DepEd Order No. 026, s. 2022, "Implementing Guidelines on the Establishment of School Governance Council (SGC):"**, this office shall conduct the Division Virtual Orientation on the School Governance Council (SGC) Functionality Assessment Tool for Public Elementary School on **October 12, 2026** at **1:30 p.m.** via Google Meet thru this link : **meet.google.com/ssd-gzoz-nds**

2. This strategic intervention primarily mandates ensuring **100% functionality rates** across all public elementary schools by capacitating the public elementary school heads.

3. The online orientation aims to:

a. capacitate the public elementary school heads on the operational standards of the SGC Functionality Assessment Tool Volume 1 (Prepare and Respond Elementary Schools)

b. clarify the specific roles and responsibilities per governance level (School, Division, and Regional) to ensure accountability in the assessment process

c. enable proficient utilization of technical assistance spreadsheets, specifically mastering the operational mechanics of the:

-RO Monitoring Sheet for overall regional oversight,

-Multiple Submission Deletion Log to ensure data integrity and remove duplicate school entries, SDO Validation Sheet for accurate data checking by division checkers, and

-SDO Monitoring Sheet for localized tracking of school compliance.

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4. The participants to this activity are the 10 Public Schools District Supervisor and all public elementary School Heads.

5. Since this activity will be held virtually, all participants are requested to secure a stable internet connection for the entire duration of the orientation and expected to be in virtual room at least 10 minutes prior to the start of the program.

6. For information and guidance.

NYMPHA D. GUEMO
Schools Division Superintendent