



Republic of the Philippines  
**Department of Education**  
REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

11 September 2024

DIVISION MEMORANDUM  
No. 607 s. 2024

**SUBMISSION OF UPDATED SCHOOL GOVERNANCE COUNCIL (SGC)  
FOR SY 2024 – 2025**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. Relative to **DepEd Order No. 26, s. 2022**, titled **Implementing Guidelines on the Establishment of School Governance Council**, mandates all public schools to establish their respective SGCs to strengthen the role of school stakeholders as partners in providing learners accessible and quality education upholding children's rights and promoting respect and well-being in the learning environment to ensure effective education service delivery, this Office reminds all School Heads to submit an updated SGC composition.
2. All schools are requested to submit the updated official list of SGC members and organization structure via this link <https://tinyurl.com/SGCSY2024> **on or before September 30, 2024.**
3. To ensure effective implementation of the SGC, School Heads shall submit action plan on the google drive folder assigned per school where link was sent through the official DepEd email account **on or before October 4, 2024.** The uploaded action plan will be the basis of monitoring SGC implementation in the school. Likewise, SGC meetings and accomplishment reports of other related activities shall be uploaded on the same google drive.
4. For further queries and clarification, you may contact Maria Corazon A. Borbon at 09175071780 or [maria.borbon@deped.gov.ph](mailto:maria.borbon@deped.gov.ph).
5. Immediate dissemination of this Memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl.: None

Reference: DepEd Order No. 26, s. 2022

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

COMMITTEES  
SGC

ORGANIZATIONS  
SCHOOL

SGOD – submission of updated school governance council (sgc) for sy 2024-2025  
SGOKPCFL-001579 / September 11, 2024