



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

05 December 2025

DIVISION MEMORANDUM  
No. 860 s. 2025

**ORIENTATION ON SCHOOL-BASED MANAGEMENT: "EMPOWERING SCHOOL GOVERNANCE COUNCIL"**


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

1. In reference to **DepEd Order No.026, s. 2022, Implementing Guidelines on the Establishment of School Governance Council (SGC)**, this Office announces the conduct of the aforementioned activity on **December 9, 2025**, to be held at **M.I. Sevilla Resort, Brgy. Domoit, Lucena City**.
2. At the end of the capacity-building activity, participants are expected to:
  - a. orient SGC members on their roles, functions, and responsibilities as mandated by DepEd;
  - b. orient SGC members on the SGC calendar, forms and templates;
  - c. promote collaborative decision-making and participatory governance;
  - d. build capacity among stakeholders in school improvement planning and implementation; and
  - e. align the SGC's functions with the School-Based Management (SBM) framework.
3. Participants are select school heads, SGC designated Co-chairperson, SGC secretary and selected SDO personnel.
4. Meals (AM and PM snacks, lunch) and other expenses shall be charged against the HRTD Fund. Travel expenses of participants shall be charged against local or division/school MOOE, or other school funds, subject to the availability of funds and usual accounting and auditing rules and regulations.
5. List of participants can be accessed through this link <https://tinyurl.com/sgcdec9>.
5. Attached are Enclosure 1: Technical Working Group with Terms of Reference, and Enclosure 2: Program Matrix, for your reference.
6. Immediate dissemination of this Memorandum is desired.

For:

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

By:

  
**EDWIN R. RODRIGUEZ, EdD**  
Chief Education Supervisor-CID  
Officer-in-Charge

Encl.: As stated

Reference: DepEd Order No.026, s. 2022

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

CAPACITY BUILDING  
POLICY  
SCHOOL GOVERNANCE COUNCIL  
SCHOOLS

SGOD- orientation on school-based management: "empowering school governance council"  
SGOC39EC-004018/December 5, 2025



**Enclosure 1**

**Technical Working Committee (TWC)**

Over all Chairperson: **CELEDONIO B. BALDERAS JR**  
Schools Division Superintendent

Co- chairpersons: **HERBERT D. PEREZ**  
Assistant Schools Division Superintendent  
**IMELDA C. RAYMUNDO**  
Chief - SGOD

<b>Committee</b>	<b>Person/s In-charge</b>	<b>Terms of Reference</b>
Program Preparation/ Completion Report	Maria Corazon A. Borbon EPS	<ul style="list-style-type: none"> <li>• Prepares Training Design and other Training Package requirements.</li> <li>• Prepares and submits activity completion report (ACR) to SGOD - Chief</li> <li>• Prepares memo/advisories.</li> </ul>
Over-all L&D Management including (Logistics)	Luzviminda E. Saldares SEPS HRTD	<ul style="list-style-type: none"> <li>• Manages the conduct of the activity</li> <li>• Monitors L&amp;D activities.</li> </ul>
QAME	Montano Agudilla Jr SEPS II M & E	<ul style="list-style-type: none"> <li>• Quality Assure the Activity Designs an L&amp;D Package</li> <li>• Prepares evaluation tool and conduct QATAME and gather feedback.</li> <li>• Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.</li> </ul>
Resource Speakers/Facilitators	Imelda C Raymundo CES - SGOD Montano Agudilla Jr SEPS II M & E	<ul style="list-style-type: none"> <li>• Lead/s the discussion of topics</li> <li>• Facilitate/s workshop</li> <li>• Attend/s engages in the debriefing sessions</li> </ul>
Support Staff/s	La Trisha R. Dalit Drioden G. Nuqui	<ul style="list-style-type: none"> <li>• Take/s pictures from the opening until closing programs.</li> <li>• Ensure/s that registration meals and attendance sheets are properly and completely accomplished.</li> <li>• Assist/s the session facilitators/s</li> <li>• Ensure/s that sound system and projectors are properly set up.</li> </ul>
Certificate	Luzviminda E. Saldares SEPS HRD	Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.
Moderator	La Trisha Dalit	<ul style="list-style-type: none"> <li>• Coordinates with the Program Proponent regarding the contents and flow of the activity</li> </ul>

		<ul style="list-style-type: none"><li>• Host the Opening Program Preliminaries to include the following:<ul style="list-style-type: none"><li>- Present Agenda outline</li><li>- Discuss relevant session protocol.</li><li>- Moderate Q&amp;A sessions</li><li>- Close out conference</li></ul></li></ul>
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**Enclosure 3**

**PROGRAM MATRIX**

<b>TIME</b>	<b>TOPIC</b>	<b>PERSONS INVOLVED</b>
December 9, 2025		
7:45 – 8:00	Registration	TWG
8:00 – 8:30	Program Preliminaries	TWG
8:30 – 8:45	Rationale	Imelda C. Raymundo, PhD SGOD – Chief
8:45 – 10:00	SGC at a Glance	Imelda C. Raymundo, PhD SGOD – Chief
10:00 – 10:15	Break	
10:15 – 12:00	SGC Calendar of Activities	Montano L. Aguilla Jr. SEPS SMME
12:00 – 1:00	Lunch Break	
1:00 – 2:00	SGC Forms and Templates	Imelda C. Raymundo, PhD SGOD – Chief
2:00 – 3:00	SGC Functionality Assessment Tool	Montano L. Aguilla Jr. SEPS SMME
3:00 – 3:15	Break	
3:15 – 3:45	Alignment of SGC's functions with the School-Based Management (SBM) framework	Imelda C. Raymundo, PhD SGOD – Chief
3:45 – 4:15	Open Forum	
4:15 – 5:00	Closing Program	