



Republic of the Philippines
Department of Education
Region IV – A CALABARZON
DIVISION OF TAYABAS CITY
Tayabas City



DIVISION MEMORANDUM NO. 219

TO : OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, EDUCATION PROGRAM SUPERVISORS, CID AND SGOD
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
All others concerned

FROM : DR. CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

SUBJECT: ORGANIZATION OF SCHOOL GOVERNING COUNCIL (SGC)

DATE : July 12, 2018

In compliance with DepEd Memorandum 386. s. 2009, *Organization of School Governing Council*, this office advises the school heads of the following in order to strengthen further the involvement of stakeholders in the affairs of the schools and of their learners:

1. Organize the School Governing Council (from assembly of parents of pupils/students, students, teachers, LGU, NGO, Alumni representatives, civic and religious organizations, etc.) on or before **July 20, 2018**.
2. The school heads and the SGC are urged to revisit the SGC Manual.

Reference:

<http://www.depedzn.net/files/downloads/SchoolGoverningCouncilManual.pdf>

3. All schools are to submit the list of elected officers, minutes of the meeting, attendance, accomplishment report with photos on or before **July 24, 2018** or immediately after the organization.

The composition is as follows:

- Chairperson
 - Vice-Chairperson
 - Secretary
 - Treasurer
 - Auditor
 - Chief Executive Officer (School Head)
4. Likewise, the crafting of constitution and by-laws of your SGC is encouraged. A sample may be downloaded from <https://www.scribd.com/doc/91345125/Constitution-and-by-laws-of-SGC>.
 5. Inform our SBM Focal Person of your schedule and submit to her documents relative to this in soft copies.

All School Heads are strongly enjoined to strengthen the School-Based Management Practice.

Wide dissemination of this Memorandum is desired.