



Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

January 10, 2024

DIVISION MEMORANDUM  
No. 14, s. 2024

PARTICIPANTS ON THE REGIONAL ORIENTATION ON THE IMPLEMENTING GUIDELINES  
ON THE ESTABLISHMENT OF SCHOOL GOVERNANCE COUNCIL (SGC)

To: Assistant Schools Division Superintendent  
Chiefs of Functional Divisions  
CID and SGOD Personnel  
OSDS Unit Heads and Personnel  
Elementary School Heads  
All Others Concerned

1. In compliance with Regional Memorandum No. 015, s. 2024, re: Regional Orientation on the Implementing Guidelines on the Establishment of School Governance Council (SGC) for Public Elementary School Heads and Public Schools District Supervisor, this Office enjoins the following personnel to attend the stated activity on **January 29, 2024** at **DepEd NEAP-R5 Hall, Rawis, Legazpi City**:

Personnel	Position/Designation
Benedik Warren R. Ubante	PSDS – Naga East District I
Fernando M. Carandang	OIC PSDS – Naga North District III
Frederick M. Baldoza	School Principal III – NCS 1
Luis P. Marasigan	School Principal II – Tabuco CS
Maria Teresita R. Rentoy	OIC SEPS – SBM Coordinator

2. The activity aims to:
- a. orient the participants on the establishment of SGC implementing guidelines;
  - b. equip them with the necessary skills and knowledge along SGC as TA providers to other public elementary schools; and
  - c. establish a functional SGC in public elementary schools.
3. Attached is the RM No. 015, s. 2024 for other details on the activity.
4. Participants are advised to fill out the registration link: <https://bit.ly/SGCTraining2024> on or before **January 22, 2024**.
5. Expenses relative to the conduct of this activity such as meals, accommodation and venue shall be charged against Regional funds while travel and other incidental expenses shall be charged against the SDO MOOE and/or other available local funds subject to the usual accounting, & auditing rules and regulations.
6. For further clarifications, contact the SGOD-SMME through cellphone number 0995 – 464 – 8831 and/or email: [sdonaga.smme@deped.gov.ph](mailto:sdonaga.smme@deped.gov.ph)
7. For dissemination, guidance and compliance of all concerned.



SUSAN S. COLLANO CESO V  
Schools Division Superintendent

DO 31, s. 2019 Rev. 01

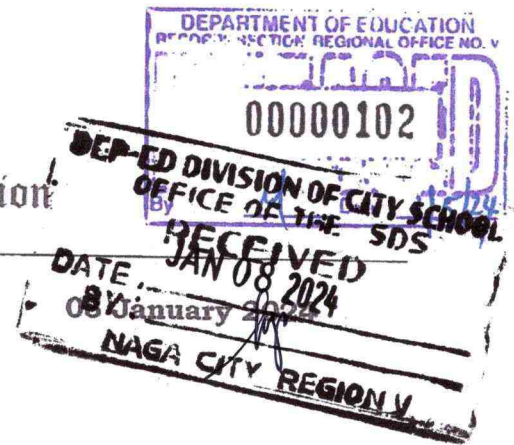


✉ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur  
☎ 0981 630 0070  
✉ [naga.city@deped.gov.ph](mailto:naga.city@deped.gov.ph)





Republic of the Philippines  
Department of Education  
REGION V - BICOL



REGIONAL MEMORANDUM  
No. \_\_\_\_ s. 2024

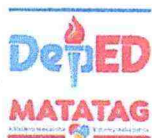
000015

REGIONAL ORIENTATION ON THE IMPLEMENTING GUIDELINES ON THE  
ESTABLISHMENT OF SCHOOL GOVERNANCE COUNCIL (SGC) FOR PUBLIC  
ELEMENTARY SCHOOL HEADS AND PUBLIC SCHOOLS DISTRICT SUPERVISORS

To : Schools Division Superintendents  
All Concerned

- Pursuant to DepEd Order No. 026, s. 2022, re: Implementing Guidelines on the Establishment of School Governance Council (SGC), the Department of Education (DepEd) Region V, through the Field Technical Assistance Division (FTAD) shall conduct a **Regional Orientation for Public Elementary School Heads and Public Schools District Supervisors on January 29 and 30, 2023**, for batches 1 and 2 respectively at DepEd NEAP-R5 Hall, Rawis, Legazpi City.
- The activity aims to:
  - orient the participants on the establishment of SGC implementing guidelines;
  - equip with the necessary skills and knowledge along SGC as TA providers to other public elementary schools in their respective SDO; and
  - establish a functional SGC in public elementary schools.
- Participants in this activity are Public Elementary School Heads, Division SBM Coordinators, and Public Schools District Supervisors to be recommended by the Schools Division Superintendents. (Refer to Enclosure No. 1 for the Expected No. of Participants)
- Attendees from the Schools Division Offices of Camarines Norte, Masbate Province, Masbate City, and Catanduanes shall have meals and accommodation before and after the activity. (Refer to the schedule of meals and accommodation below)

Division	January 29, 2024		January 30, 2024						January 31, 2023
	Dinner	Board & Lodging	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner	Board & Lodging	Break-fast
Catanduanes	/	/	/	/	/	/	/	/	/
Cam. Norte	/	/	/	/	/	/	/	/	/
Masbate	/	/	/	/	/	/	/	/	/
Masbate City	/	/	/	/	/	/	/	/	/



Regional Center Site, Rawis, Legazpi City 4500

0969 516 9555

region5@depd.gov.ph

23122068  
11 JAN 2024





Republic of the Philippines  
**Department of Education**  
REGION V - BICOL

4. Enclosed are the following for your reference:


- Enclosure No. 1 - Expected No. of participants per SDO  
Enclosure No. 2 - Training Matrix

5. Participants are advised to register through this link:  
**[bit.ly/SGCTraining2024](https://bit.ly/SGCTraining2024)** on or before January 22, 2024.

6. Expenses relative to this activity such as meals, accommodation, and venue shall be charged against the Regional funds while travel and other incidental expenses of the participants shall be charged against their local funds subject to the usual accounting and auditing rules and regulations.

7. For further clarifications, please contact Mr. Casiano B. Perdigones Jr., Education Program Supervisor, FTAD at [casiano.perdigones@deped.gov.ph](mailto:casiano.perdigones@deped.gov.ph).

8. For dissemination, guidance, and compliance.

  
**GILBERT T. SADSAD**  
Regional Director

FTAD/cbp  
01-03-2024

23122068  
11 JAN 2024



Regional Center Site, Rawis, Legazpi City 4500

0969 516 9555

[region5@deped.gov.ph](mailto:region5@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL

Enclosure No. 1 to Regional Memorandum No. \_\_\_\_s, 2024

**No. of Expected Participants**

January 29, 2024 (1<sup>st</sup> Batch)

DIVISION OFFICE	Number of Participants			
	School Heads	SBM Coordinator	PSDS	Total
Albay	5	1	4	10
Camarines Sur	5	1	4	10
Sorsogon Province	5	1	4	10
Naga City	2	1	2	5
Iriga City	2	1	2	5
Ligao City	2	1	2	5
Sorsogon City	2	1	2	5
<b>Total</b>	<b>23</b>	<b>7</b>	<b>20</b>	<b>50</b>

January 30, 2024 (2<sup>nd</sup> Batch)

DIVISION OFFICE	Number of Participants			
	School Heads	SBM Coordinator	PSDS	Total
Catanduanes	5	1	4	10
Cam. Norte	5	1	4	10
Masbate Province	5	1	4	10
Legazpi City	2	1	2	5
Tabaco City	2	1	2	5
Masbate City	2	1	2	5
<b>Total</b>	<b>21</b>	<b>6</b>	<b>18</b>	<b>45</b>

23122068  
11 JAN 2024



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL

Enclosure No. 2 to Regional Memorandum No. \_\_\_\_s, 2024

**Training Matrix**

Time	Topic/Activity	In- Charge
7:30 am - 8:00 am	Registration	FTAD Staff
8:30 am- 9:00am	Opening Program <ul style="list-style-type: none"><li>Prayer</li><li>Philippine National Anthem</li><li>Bicol Regional Hymn</li><li>Welcome Remarks</li><li>Acknowledgement of Participants</li><li>Message</li><li>Statement of Purpose</li></ul>	<ul style="list-style-type: none"><li>Teresa T. Buasan SEPS, FTAD</li><li>AVP</li><li>AVP</li><li>Evangeline A. Saculo Chief, FTAD</li><li>Casiano B. Perdigones, Jr. EPS, FTAD</li><li>Gilbert T. Sadsad Regional Director</li><li>Joy C. Chavez EPS, FTAD</li></ul>
9:00 am-12:00 nn	<ul style="list-style-type: none"><li>DepEd Order No. 26, s. 2022 ( Implementing Guidelines on the Establishment of School Governance Council (SGC)</li><li>SGC's Context and background</li></ul>	<ul style="list-style-type: none"><li>Casiano B. Perdigones, Jr. EPS, FTAD</li></ul>
12:00nn-1:00pm	Health Break	
1:00 pm - 2:30pm	<ul style="list-style-type: none"><li>SGC Functionality Assessment Tool</li><li>MOV's Common Errors</li></ul>	<ul style="list-style-type: none"><li>Joy C. Chavez EPS, FTAD</li></ul>
2:30 pm-3:30 pm	<ul style="list-style-type: none"><li>SGC MOV's Sample Template</li><li>Action Planning</li></ul>	<ul style="list-style-type: none"><li>Teresa T. Buasan SEPS, FTAD</li></ul>
3:30 pm-4:30 pm	<ul style="list-style-type: none"><li>SBM Updates</li></ul>	<ul style="list-style-type: none"><li>Evangeline A. Saculo Chief, FTAD</li></ul>
4:30 pm-4:45 pm	<ul style="list-style-type: none"><li>Ways Forward</li></ul>	<ul style="list-style-type: none"><li>Casiano D. Perdigones EPS, FTAD</li></ul>
4:45 pm-5:00 pm	<ul style="list-style-type: none"><li>Closing program</li></ul>	<ul style="list-style-type: none"><li>FTAD Personnel</li></ul>

23122068  
11 JAN 2024