



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUMNo. 569, s.2026

20 JUL 2026

**PARTICIPANTS TO THE CONDUCT OF TECHNICAL ASSISTANCE WORKSHOP
ON SCHOOL GOVERNANCE COUNCIL (SGC) TOOL**

To: Assistant Schools Division Superintendent
Chief Education Supervisor-SGOD
SGC Focal Person
All Others Concerned

1. In reference to **Regional Memorandum No. 854, s. 2026** titled, "*Conduct of Technical Assistance Workshop on School Governance Council (SGC) Tool*", the Department of Education (DepEd), through the Office of the Undersecretary for Human Resource and Organizational Development and Infrastructure, issued DepEd Memorandum DM-OUHRODI-2026-2252 dated June 26, 2026, announcing the conduct of the Technical Assistance Workshop on the School Governance Council (SGC) Tool at the DepEd Ecotech Center, Cebu City on August 12-14, 2026.

2. The activity aims to further strengthen the institutionalization of School Governance Councils (SGCs) in school communities nationwide, consistent with DepEd Order No. 26, s. 2022, which established the SGC as a mechanism for shared governance, stakeholder engagement, and community participation in school improvement.

3. Below are the identified participants of the said activity:

Participant's Name	Position	Office
Rodrigo Q. Reyes Jr.	Chief Education Supervisor	SGOD
Aurelyn F. Fieldad	EPS II, SGC Focal Person	SGOD

4. The participants are required to register through the following link: <https://tinyurl.com/2026ROSDOWORKSHOP> on or before **July 20, 2026** (Monday). The attached Central Office Memorandum and its enclosures shall serve as references for the activity.

5. For concerns or clarifications, please coordinate with Dr. Liezl P. Mique, Education Program Supervisor of the QAD, the focal person for PIRPA or Dr. Raymund R. Molano, Education Program Supervisor of HRDD, the focal performance of Performance Assessment at telephone number (072)682-2324 local no. 117 or 122.

6. Compensatory Time-Off (CTO) shall be granted to the participants if the activity falls on holiday, weekend, cancellation or suspension of classes and work in Government Offices due to typhoon, flooding, other weather disturbances, and calamities pursuant to the guidelines specified in DepEd Order No. 53, s. 2003 on the Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC-



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DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered, whichever is appropriate and applicable.

7. Travel and other authorized expenses of the participants shall be charged against the Division Maintenance and Other Operating Expenses (MOOE) or other available local funds, subject to the usual accounting, auditing, and budgeting rules and regulations.
8. For information, guidance and attendance of all concerned.

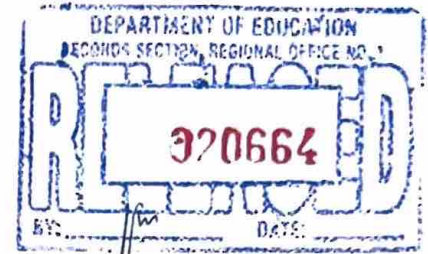
VILMA D. EDA, CESO V
Schools Division Superintendent

SGOD/aff/DM_TAWorkshopSGCTool
July 13, 2026





Republic of the Philippines
Department of Education
REGION I



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REGIONAL MEMORANDUM

No. 854 s. 2026

**CONDUCT OF TECHNICAL ASSISTANCE WORKSHOP ON SCHOOL GOVERNANCE
COUNCIL (SGC) TOOL**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
School Governance and Operations Division Chiefs
Division SGC Focal Persons

1. The Department of Education (DepEd), through the Office of the Undersecretary for Human Resource and Organizational Development and Infrastructure, issued DepEd Memorandum DM-OUHRODI-2026-2252 dated June 26, 2026, announcing the conduct of the Technical Assistance Workshop on the School Governance Council (SGC) Tool. The activity aims to further strengthen the institutionalization of School Governance Councils (SGCs) in school communities nationwide, consistent with DepEd Order No. 26, s. 2022, which established the SGC as a mechanism for shared governance, stakeholder engagement, and community participation in school improvement.
2. In line with this, the Technical Assistance Workshop on the School Governance Council (SGC) Tool will be conducted on August 12-14, 2026, at the DepEd Ecotech Center, Cebu City. Each Schools Division Office (SDO) shall send the SGOD Chief and one SGC Focal Person.
3. All participants are required to register through the following link: tinyurl.com/2026ROSDOWORKSHOP on or before July 20, 2026 (Monday). The attached Central Office Memorandum and its enclosures shall serve as references for the activity.
4. Travel and other authorized expenses of the participants shall be charged against the Division Maintenance and Other Operating Expenses (MOOE) or other available local funds, subject to the usual accounting, auditing, and budgeting rules and regulations.
5. Immediate dissemination and compliance with this Memorandum are desired.


ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV/Regional Director

Encl.: None

Reference: DepEd Order No. 26, s. 2022

To be indicated in the Perpetual Index

Under the following subjects:

SCHOOL GOVERNANCE COUNCIL
WORKSHOP
TOOL



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Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

MEMORANDUM

DM-OUHRODI-2026-2252

TO : **CONCERNED REGIONAL DIRECTORS**
(Regions I, III, IV-A, V, VI, CARAGA, and NCR)

CONCERNED SCHOOLS DIVISION SUPERINTENDENTS

FROM : **WILFREDO E. CARRAL**
*Undersecretary for Human Resource
and Organizational Development and Infrastructure*

SUBJECT : **CONDUCT OF TECHNICAL ASSISTANCE WORKSHOP ON SGC
TOOL (Batch 5-8)**

DATE : 26 June 2026

The Department of Education continues to strengthen the institutionalization of **School Governance Councils (SGCs)** in school communities nationwide through DepEd Order No. 26, s. 2022, which established SGCs as a mechanism for shared governance and a platform for feedback, promoting stronger stakeholder engagement and community participation in schools.

In support to this mandate, the **Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED)** developed and rolled out the SGC Functionality Assessment Tool in 2022 and 2023 to assess the functionality of SGCs in secondary schools. Results showed that across 217 divisions and 16 regions, 9,498 out of 10,096 secondary schools or 94% participated in the endline data collection, of which 4,649 schools or 49% were found to have functional SGCs.

Building on this success and to further strengthen the implementation of SGCs, the BHROD-SED shall roll out the SGC Functionality Assessment Tool for public elementary schools this year. The development of the tool was informed by a series of online consultations with field counterparts. In support of its rollout, a **Technical Assistance Workshop for Batches 5-8 will be conducted from July to August 2026**. Following the currently-ongoing workshops for Batch 1-4, which covers ten (10) regions, the activity aims to continue capacitating participants from the remaining seven (7) regions on the proper use of the tool and strengthen their role

and competencies in monitoring the status and contexts of SGCs for effective implementation.

For additional details regarding the activity, the attached documents are provided for your reference:

- **Workshop Schedule, Expected Participants, Venue, Reminders (Annex A)**
- **Indicative Program of Activities (Annex B)**

For administrative concerns, please take note of the following:

1. Travel expenses of the CO Management Team shall be charged against **AR No.: 2026-CO-03943**
2. Travel expenses of the participants shall be charged to local funds.
3. For board and lodging and meal arrangement, kindly refer to the table below:

Day	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Board and Lodging
1			✓	✓	✓	✓
2	✓	✓	✓	✓	✓	✓
3	✓	✓	✓			

Note: On Day 1, the first meal will be lunch, which will be served at 12:00 noon. Check-in details shall be announced by the organizers during the program proper.

4. Participants who opt to stay before Day 1 or beyond Day 3 shall shoulder the corresponding accommodation charges and shall not be covered by the organizers.
5. Participants are not allowed to bring additional participants, as venue capacity and meal provisions are strictly limited.
6. To **confirm participants' attendance, kindly access this link: tinyurl.com/2026ROSDOWORKSHOP** on or before **July 20, 2026 (Monday)**.
7. All expenses are subject to the existing accounting and auditing rules and regulations.

For inquiries, clarifications, and other matters, please contact **Ms. Jeanne Nicole Grageda** or **Ms. Joloren A. Luya** of BHROD-SED through landline number (02) 8633-5397 or via email at **bhrod.sed@deped.gov.ph**.

For your information and guidance.

Copy furnished:

Office of the Secretary
Office of the Undersecretary for Field Operations

Annex A: Workshop Schedule, Participants, Reminders

Please be guided by the following information:

Workshop Schedule		
Day 1	Day 2	DAY 3
12 noon onwards:	Program starts: 7:30 AM	Program starts: 8 AM
Arrival Registration/ Distribution of Kits/ Program proper/ Check-in	Program ends: 5 PM	Program ends: 11:30 am
		Check-out time: 12nn

- On Day 1, lunch will be the first meal served and will be available at 12:00 noon. Check-in details will be announced by the organizers during the program proper.
- Participants are expected to arrive on Day 1 to ensure full attendance and seamless participation in Day 2 activities.** This will facilitate proper coordination and timely start of all scheduled sessions.
- To help ensure adequate space and smooth arrangements at the venue on Day 1, participants are requested to bring only essential luggage for the duration of the workshop and to refrain from bringing oversized items.
- Participants are likewise advised to ensure that they are in good health and fit to attend prior to and throughout the duration of the workshop.** They are also encouraged to bring any necessary medications for personal use.
- As the workshop activities will involve internet access and hands-on computer work, **all participants are required to bring their own laptops and extension cords.** While internet connectivity will be provided at the venue, participants are likewise encouraged to bring pocket Wi-Fi devices and ensure access to mobile data as backup in case of connectivity issues.
- Only **two (2) participants from each RO and SDO** are required to attend the workshop:

Expected Participants	
Each Regional Office (RO)	- One (1) FTAD Chief - One (1) FTAD SGC Focal person
Each Schools Division Office (SDO)	- One (1) SGOD Chief - One (1) SGOD SGC Focal person

Regions and Schools Division Office			
Batch No.	RO and SDOs	Date	Venue
5	CARAGA & 12 SDOs	July 22-24, 2026	DepEd Ecotech, Cebu
	Region V & 13 SDOs		
6	Region III & 21 SDOs	July 29-31, 2026	Within NCR
	NCR & 16 SDOs		
7	CALABARZON & 25 SDOs	August 5-7, 2026	Within NCR
8	Region I & 14 SDOs	August 12-14, 2026	DepEd Ecotech, Cebu
	Region VI & 8 SDOs		

7. **All concerned are requested to strictly follow the prescribed number of participants** to ensure smooth coordination and effective session management, as well as to maintain the conduciveness of the venue.

12:00 noon
onwards

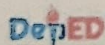
- Arrival
- Lunch
- Registration
- Distribution of Kits
- Preliminaries (Objective and Context, Background, pretest)
- Presentation of the Updated Current Number of Functional SGCs at the Secondary Level
- Check-in

Day 2

7:00-8:00	30	[cont.] Registration
8:00-8:30	30	Preliminaries
8:30-9:00	30	Recap
9:00-9:15	15	User Guide Vol
9:15-9:45	30	SGC Tool: Step 1, 2 and 3
9:45-10:15	30	Practice Exercise
10:15-10:25	10	Break
10:25-10:55	30	SGC Tool Step 4
10:55-11:25	30	Practice Demo
1:00-1:15	15	Preliminaries
1:15-1:45	30	User Guide Vol 2
1:45-2:15	30	MOV Errors
2:15-2:55	40	SDO Validation Sheet SDO Monitoring Sheet
2:55-3:25	30	Practice Exercise
3:25-3:35	10	Break
3:35-4:05	30	Updating the MOVs
4:05-4:25	30	Practice Demo

Day 3

8:00-8:15	15	Preliminaries
8:15-8:55	40	RO Monitoring Sheet



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Doc. Ref. Code	PAWMM-F-026	Rev	00
Effectivity	09.20.21	Page	5 of 6



RO Multiple Submission Deletion Log

8:55-9:25	30	Practice Demo
9:25-10:25	60	Next steps, Presentation of Program Design for Clustered Workshop
10:25-11:25	60	Awarding



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

MEMORANDUM

FOR : **FATIMA LIPP D. PANONTONGAN**
Undersecretary and Chief of Staff
Office of the Secretary

PETER IRVING C. CORVERA
dk

THROUGH : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development and Infrastructure

FROM : **DEXTER N. PANTE**
Project Development Officer V
Officer-in-Charge, Office of the Director III
Bureau of Human Resource and Organizational Development

SUBJECT : **COMPLETED STAFF WORK ON TECHNICAL ASSISTANCE WORKSHOP ON SGC TOOL BATCHES 5-8**

DATE : 02 June 2026

I. Background

In 2022, the Department of Education (DepEd) launched the Basic Education Development Plan (BEDP) to address declining learning outcomes, particularly those worsened by the COVID-19 pandemic, by tackling systemic challenges in basic education. In 2024, DepEd introduced the 5-Point Reform Agenda (5PT Agenda), aligned with the Philippine Development Plan (2023–2028), to prioritize key reforms that improve education quality and strengthen accountability for learning outcomes.

Building on both frameworks, the Quality Basic Education Development Plan 2025–2035 (Q-BEDP) operationalizes and extends the BEDP to 2035. It outlines reform directions, milestones, and key indicators, with detailed sub-plans to be developed across DepEd units at national and local levels.

The 5PT Agenda focuses on five outcomes: supporting teachers, protecting learners' well-being, strengthening governance, ensuring quality basic education, and producing empowered and employable Filipinos. The plan is implemented in three phases—Catching Up, Innovation, and Overtaking from 2025 to 2035.

Under **Outcome 2: Protecting learners' physical and mental well-being**, a key target is achieving 100% of public schools with functional School Governance Councils (SGCs) by Basecamp 1 (2028). To support this goal,

the **Human Resource and Organizational Development (HROD) strand**, through the **Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED)**, will conduct a workshop titled “**SGC Technical Assistance Workshop on SGC Functionality Tool for Elementary Schools Batches 5-8**”, to provide technical assistance to Regional and Schools Division Office counterparts on the use of the newly developed **SGC Functionality Assessment Tool** in identifying priority areas that may need support and assistance from the different governance

levels.

The initiative will culminate in the guided navigation of the **SGC Functionality Assessment Tool**, aimed at strengthening data collection, validation, and monitoring of SGC functionality.

To achieve these objectives, participants will include representatives from the **17 Regional Offices and 222 Schools Division Offices**, specifically the **FTAD Chiefs, SGOD Chiefs, and SBM Coordinators** designated as **SGC Focals**. They will be organized into **eight clusters** to ensure focused engagement and quality technical assistance.

II. Specific Activity Details

The following are the pertinent details of the activity:

Activity Title/s	:	TECHNICAL ASSISTANCE WORKSHOP ON SGC TOOL BATCHES 5-8											
PMIS Activity Code/s	:	AC-26-BHROD-SED-GASS-017 (Batch 5) AC-26-BHROD-SED-GASS-018 (Batch 6) AC-26-BHROD-SED-GASS-019 (Batch 7) AC-26-BHROD-SED-GASS-020 (Batch 8)											
Activity Type	:	☐ Capacity-Building Activity ☐ Output-based Activity											
Start and End Dates	:	July 22-24, 2026 July 29-31, 2026 August 5-7, 2026 August 12-14, 2026											
Venue/Platform	:	<table border="1"> <thead> <tr> <th>BATCH</th><th>Venue</th></tr> </thead> <tbody> <tr> <td>5</td><td>CEBU</td></tr> <tr> <td>6</td><td>NCR</td></tr> <tr> <td>7</td><td>NCR</td></tr> <tr> <td>8</td><td>CEBU</td></tr> </tbody> </table>		BATCH	Venue	5	CEBU	6	NCR	7	NCR	8	CEBU
BATCH	Venue												
5	CEBU												
6	NCR												
7	NCR												
8	CEBU												
Mode of Delivery	:	☐ In-person ☐ Online ☐ Hybrid ☐ Others, please specify: _____											
Gender-Related Information	:	Number of Target Participants Disaggregated by Sex Male <u>102</u> Female: <u>154</u> Total: 256 (Batch 5-8)											

III. Budgetary Requirement

The activity budget has been approved under the SED's Work and Financial Plan (WFP) through the GMS fund for FY 2026. The proposed activities have no financial impact or dependency on other programs and activities within the strand. No additional or excess costs are anticipated during the conduct of the activities. However, potential changes in board and lodging rates may affect the actual number of participants. All expenses related to travel and accommodation are detailed in the budget estimates attached to the Activity Request.

IV. Skeleton Workforce

Facilitators

Name	Designation	Role
Marian Efondo	PDO IV, OIC, BHROD-SED	Facilitator
Jeanne Nicole Grageda	TA II	Facilitator
Joloren Luya	TA II	Facilitator
Rosalyn Manares/Janey Rhose S. Diaz/Drandreb Justaniane (Alternately)	TA I / ADAS II	Admin

Office-Based

Name	Designation
Noverose Dadole	Statistician III, OIC, PDO IV
Raymond Jason Aquino	PDO III
Ina Marie Claire Mallari	PDO III
Christopher Devera	PDO III
Ann Margaret Lazaro	PDO II
Sebastian Cheng	PDO II
Melanie Villareal	TA II
Mave-ryn Jade Balcán	TA II
Kristel Mae Torrefiel	TA II
Jerson Miguel Collado	TA II
Ronalyn Valera	TA II
Klein Zebastian Catapang	TA I
Clea Monique Sacriz	TA I

Despite the absence of some of the BHROD-SED personnel in the office, it is imperative that they ensure that all office-based transactions, engagements, and operational tasks are still carried out effectively from a remote location or in the venue of the workshop.

For the Undersecretary's consideration and approval.