

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

SCHOOLS DIVISION OFFICE OF CATANDUANES

January 16, 2024

DIVISION MEMORANDUM

No. 025, s. 2024

**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 : Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Division SBM Coordinator  
Concerned Public Schools District Supervisors  
Concerned Elementary School Heads

1. 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, 2024, for batches 1 and 2 respectively at DepEd NEAP-R5 Hall, Rawis, Legazpi City.**
2. The Activity aims to:
  - a. orient the participants on the establishment of SGC implementing guidelines
  - b. equip with the necessary skills and knowledge along SGC as TA providers to other public elementary schools in their respective SDO
  - c. establish a functional SGC in public elementary schools.
3. Participants to this activity are the following:

Name	Office/District/School	Position
Maria Audrea L. Vivo	SGOD	SBM Coordinator
Marisol T. Lim	San Miguel South	PSDS
Miguelito T. Rodriguez	Virac South	PSDS
Ruth B. Sorrera	San Andres West	PSDS
Jose T. Arcilla	Baras South	PSDS
Irma S. Miraran	Caramoran CES	SP I
Jupiter L. Torno	San Juan ES	HT III
Noe M. Villamartin	Bugao CES	SP I
Analyn P. Carpio	Mabato CES	SP II
Ruben Jose V. Tria	Antipolo ES	SP I



San Roque, Virac, Catanduanes

052-8114063

catanduanes@deped.gov.ph

www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



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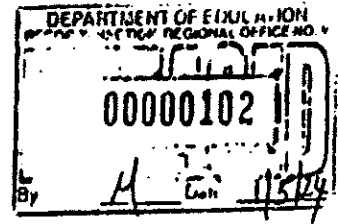
4. Attendees from SDOs of Camarines Norte, Masbate Province, Masbate City and Catanduanes shall have meals and accommodation before and after the activity. While travel and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing procedures.
5. Attached is Regional Memorandum No. 15, s. 2024 for your reference.
6. For information, dissemination and guidance.

**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

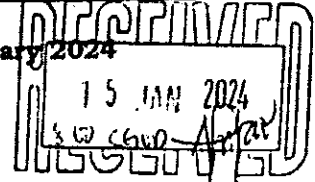




Republic of the Philippines  
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03 January 2024



**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

1. 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.
2. The activity aims to:
  - a. orient the participants on the establishment of SGC implementing guidelines;
  - b. equip with the necessary skills and knowledge along SGC as TA providers to other public elementary schools in their respective SDO; and
  - c. establish a functional SGC in public elementary schools.
3. 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)*
4. 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, 2024	
	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@deped.gov.ph



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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](http://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



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☎ 0989 516 9555

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



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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			Total
	School Heads	SBM Coordinator	PSDS	
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			Total
	School Heads	SBM Coordinator	PSDS	
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>



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

**Training Matrix**

<b>Time</b>	<b>Topic/Activity</b>	<b>In- Charge</b>
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 <i>SEPS, FTAD</i></li><li>• AVP</li><li>• AVP</li><li>• Evangeline A. Saculo <i>Chief, FTAD</i></li><li>• Casiano B. Perdigones, Jr. <i>EPS, FTAD</i></li><li>• Gilbert T. Sadsad <i>Regional Director</i></li><li>• Joy C. Chavez <i>EPS, FTAD</i></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. <i>EPS, FTAD</i></li></ul>
12:00nn-1:00pm	<ul style="list-style-type: none"><li>• Health Break</li></ul>	
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 <i>EPS, FTAD</i></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 <i>SEPS, FTAD</i></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 <i>Chief, FTAD</i></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 <i>EPS, FTAD</i></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>



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