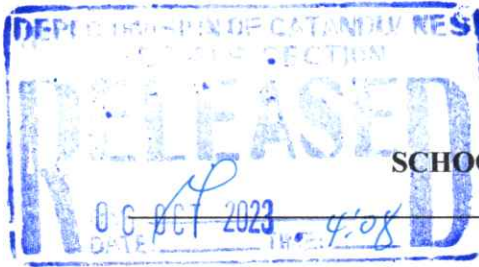




Republic of the Philippines
Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES



4 October 2023

DIVISION MEMORANDUM
No. 415 s. 2023

**SDO CATANDUANES SCHOOL GOVERNANCE COUNCIL (SGC) COMPOSITE
TEAM**

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisors/In-Charge of Districts
Public Elementary and Secondary School Heads
All Concerned

1. Please be informed of SDO SGC Composite Team composed of the following:

- Chairperson – MA. LUISA T. DELA ROSA, ASDS
Members - SARAH S. CHIONG, SEPS/SBM Coordinator
- MARY JEAN S. ROMERO, Chief SGOD
- MARIFE B. BREQUILLO, SEPS
- ACHILLES V. ALBERTO I, EPS II
- BRENDA V. VILLAREY, PSDS – Bagamanoc North and South
- RUTH B. SORRERA, PSDS - Baras North and South
- TIMMY T. ALCANTARA, In-Charge of District - Bato East
- BELEN T. TAPAS, PSDS - Bato West
- DELFIN I. DE LEON, PSDS – Caramoran North and South
- JOSE T. ARCILLA JR. , PSDS - Gigmoto
- ARNOLD M. VALLEDOR, PSDS - Pandan East and West
- CLARISSA G. MAGDARAOG, In-Charge of District- Panganiban
- NIEVA DJ. TUIBEO, In-Charge of District- San Andres East and West
- MARISOL T. LIM, PSDS-San Miguel North and South
- JOSELITO T. RUIZ, PSDS-Viga East and West
- ELIAS V. ABUNDO, PSDS-Virac North
- MIGUELITO T. RODRIGUEZ, PSDS-Virac South

2. The team shall perform the following duties and functions:

- a. Orient and conduct capacity-building activities for school heads and other personnel;





Republic of the Philippines
Department of Education
REGION V - BICOL

- b. Formulate operational guidelines and/or implementation plans which are consistent with those of the RO's and with national policies;
 - c. Provide assistance to the schools in resolving issues and concerns raised pertinent to the conduct of SGC election;
 - d. Maintain a database of the officers-elect of the SGC for reference purposes;
 - e. Administer situation assessment and needs analysis of schools in implementing the guidelines;
 - f. Ensure compliance of procedures in the removal from office of SGC members;
 - g. Maintain a list of SGC members who have been disqualified; and
 - h. Provide relevant, timely and appropriate technical assistance to the schools;
 - i. Monitor performance of SGCs vis-a-vis implementation of programs, projects, and activities of the council;
 - j. Track and analyze the implementation and results of Technical Assistance interventions;
 - k. Monitor the implementation of the guidelines.
3. For information and guidance.

SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent