



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

8 August 2025


**DIVISION MEMORANDUM**

**No. 396, s. 2025**

**UTILIZATION OF SCHOOL GOVERNANCE COUNCIL (SGC) ADVOCACY  
MATERIAL: TO-DO CALENDAR**

**TO:** Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Regional Memorandum No. 558, s. 2025, entitled "*School Governance Council Advocacy Material: To-Do Calendar*", the Schools Division Office of Batangas, through the School Governance and Operations Division (SGOD), hereby directs all Public School Heads to adopt and utilize the SGC To-Do Calendar in the implementation of school governance activities for School Year 2025–2026.
2. The SGC To-Do Calendar is designed to guide schools in organizing and monitoring the functions, responsibilities, and timelines of the School Governance Council to ensure effective and efficient governance practices.
3. To download the SGC To-Do Calendar, School Heads may access the following links:
  - a. For schools without an existing SGC: [tinyurl.com/SGCCalendar1](https://tinyurl.com/SGCCalendar1)
  - b. For schools with an existing SGC: [tinyurl.com/SGCCalendar2](https://tinyurl.com/SGCCalendar2)
4. For any clarifications or further information, please contact the SMME Section-SGOD through email at [cora.samson@deped.gov.ph](mailto:cora.samson@deped.gov.ph)
5. Immediate dissemination of this memorandum to all concerned is directed. Strict compliance with its provisions is likewise expected.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

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Encl.:

None

Reference:

Regional Memorandum No. 558, s. 2025  
DM-OUHROD-2025-1744

To be indicated in the Perpetual Index  
under the following subject:

Issuances  
Division Memorandum

CVS/ UTILIZATION OF SCHOOL GOVERNANCE COUNCIL (SGC) ADVOCACY MATERIAL: TO DO CALENDAR  
/R2-145527/ 08-08-2025



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT




ORD-UMD-2025-841

### MEMORANDUM

DM-OUHROD-2025-1774

TO : CONCERNED REGIONAL DIRECTORS  
CONCERNED SCHOOLS DIVISION SUPERINTENDENTS

ATTN : FIELD TECHNICAL ASSISTANCE DIVISION  
SCHOOL GOVERNANCE AND OPERATIONS DIVISION

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

SUBJECT : RELEASE OF SGC ADVOCACY MATERIAL: TO-DO CALENDAR

DATE : 30 June 2025

The School Governance Council (SGC) serves as a key mechanism in promoting shared governance under the framework of School-Based Management (SBM). It brings together key stakeholders to collaboratively plan, implement, and monitor school initiatives. Through consultative decision-making, the SGC strengthens the role of school stakeholders as partners in providing learners with accessible and quality education.

To strengthen the implementation of School Governing Councils (SGCs), the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) has developed the **SGC To-Do Calendar**. This tool is thoughtfully crafted to serve as a practical guide for building and sustaining a functional SGC. It helps councils stay organized, aligned with the school's goals, and focused on continuous school improvement.

The SGC To-Do Calendar is a personalized tool that SGCs may customize by setting up activities based on their preferred dates and specific tasks. While they have the flexibility to adjust, it is advisable to align the activities set for each quarter and prepare the necessary Means of Verification (MOV) to accurately document progress.

To access the SGC To-Do Calendar, it can be downloaded from the following links:

[1] For Schools with no existing SGC: [tinyurl.com/SGCCalendar1](https://tinyurl.com/SGCCalendar1)

[2] For Schools with existing SGC: [tinyurl.com/SGCCalendar2](https://tinyurl.com/SGCCalendar2)

For questions or clarifications, please contact BHROD-SED through phone at (02) 8633 – 5397 or email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph).

For your guidance and appropriate action.

cc: Office of the Secretary, Department of Education



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Effectivity	09.20.21	Page	1 of 1







Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

DepEd-Division  
of Batangas

ICT SECTION

**RECEIVED**

S2-110874

Date: 07/31/2025

Time: 11:03 AM

By: ICT RJ

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GRACE

7-29-2029

July 21, 2025

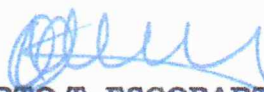
**Regional Memorandum**

No. 558 s. 2025

**SCHOOL GOVERNING COUNCIL ADVOCACY MATERIAL: TO  
DO CALENDAR**

To: Schools Division Superintendents

1. In reference to DepEd Memorandum-OUHROD No.1774, s. 2025, this Office through the Field Technical Assistance Division reiterates the utilization of SGC TO-DO Calendar for the School Year 2025-2026.
2. This aims to:
  - a. strengthen the implementation of the School Governing Council
  - b. serve as a practical guide for building and sustaining a functional SGC
  - c. helps the council stay organized, aligned with the school's goals and focused on continuous school improvement.
3. To access the SGC To-Do Calendar, you may download from the following links:
  - a. For schools with no existing SGC: [tinyurl.com/SGCCalendar1](https://tinyurl.com/SGCCalendar1)
  - b. For schools with existing SGC: [tinyurl.com/SGCCalendar2](https://tinyurl.com/SGCCalendar2)
4. For inquiry, kindly contact Chief Michael Girard R. Alba of the Field Technical Assistance Division via email [michael.alba@deped.gov.ph](mailto:michael.alba@deped.gov.ph) or through mobile number at 09178882731.
5. Immediate dissemination and strict compliance with this Memorandum are highly desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

04/ROF2



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Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)



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