



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

2 Sept 2025

DIVISION MEMORANDUM
No. 489, s. 2025

**IMPLEMENTATION OF THE REGIONAL MEMORANDUM ON THE
RECONFIGURATION OF THE ESTABLISHMENT OF SCHOOL
GOVERNANCE COUNCIL (SGC) IN ALL PUBLIC SCHOOLS**

To: Assistant Schools Division Superintendents
Chief-Curriculum Implementation Division (CID)
Chief-School Governance and Operation Division (SGOD)
Education Program Supervisors
All Elementary and Secondary School Heads
All Others Concerned

1. In reference to Regional Memorandum 627, s. 2025 entitled '*Reconfiguring the Establishment of School Governance Council in All Public Schools*,' this Office issues the following guidelines to ensure its effective implementation within the Division.

a. Reporting Requirements

1. All public elementary and secondary schools shall accomplish the google forms and submit it within thirty (30) calendar days from the date of their respective SGC reconfiguration (i.e., completion of officer selection/confirmation and adoption of the Constitution and By-Laws), through the submission link <https://tinyurl.com/SGC-Establishment-2025>

2. The School Management Monitoring and Evaluation (SMME) shall consolidate all school reports and prepare a Division-wide implementation report to be submitted to the Regional Office on or before the prescribed deadline.

b. Technical Assistance (TA)

1. The Division recognizes that schools may encounter challenges in establishing and sustaining their SGCs. Hence, the DFTACTs and the PSDSs shall extend tailored technical assistance to schools.

2. The TA framework (**Annex A**) shall guide the Division and the PSDSs in the provision of support.

c. Monitoring

1. The Division Field Technical Assistance Composite Teams (DFTACTs) and the Public Schools District Supervisors shall regularly conduct monitoring of





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

schools to ensure compliance with the provisions of DO 26, s. 2022 and the Regional Memorandum on the reconfiguration of school governance.

2. Monitoring shall focus on the establishment and functionality of the School Governance Council (SGC), the adherence to prescribed processes (e.g., orientation, elections, Constitution and By-Laws, and the alignment of SGC activities with the School Improvement Plan (SIP).

3. Monitoring officials shall use the prescribed tool (**Annex B**) and submit to the Division through this link <https://tinyurl.com/Signed-TA-Report> for consolidation, reporting purposes, and continuous improvement.

2. Immediate dissemination of this Memorandum to all concerned is directed for strict compliance.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent
9/9/2025 

Encl: As Stated

Reference: Regional Memorandum 627, s. 2025

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

Issuances: Division Memorandum

CVS, IMPLEMENTATION OF THE REGIONAL MEMORANDUM ON THE RECONFIGURATION OF THE
ESTABLISHMENT OF SCHOOL GOVERNANCE COUNCIL (SGC) IN ALL PUBLIC SCHOOLS
S2-111481/ 02092025



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

Annex A: Technical Assistance (TA) Framework
(Based on DO No. 26, s. 2022)

Focus Area	Technical Assistance to be Provided	Responsible Division/District Personnel	Timeline/Frequency
Policy Orientation	Clarify key provisions of DO 26, s. 2022 to school heads and stakeholders	SMME-SEPS/EPS II/DFTACTs/PSDSs	As scheduled or as needed
Organizational Development	Assist in the establishment of SGC, including election of officers and representation of stakeholders	SMME-SEPS/EPS II/DFTACTs/PSDSs	Initial stage of implementation
Constitution & By-Laws (CBL)	Provide guidance in drafting, reviewing, and finalizing the SGC's Constitution and By-Laws	Legal Officer/SGOD Chief	Within 1 month of SGC formation
Capacity Building	Conduct training on roles, functions, and decision-making processes of the SGC	HRDD-SEPS/EPS II	Year round or as needed
Stakeholder Engagement	Coach schools in strengthening partnerships with LGUs, parents, alumni, and community organizations	Partnership Focal Person/PSDSs	Continuous
Planning and Alignment	Guide schools in aligning the SGC Annual Work	SGOD Chief/Planning	Every SIP cycle



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

	Plan with the School Improvement Plan (SIP)	Officer	
Functionality Monitoring	Provide feedback and coaching based on results of monitoring checklist (Annex A)	DFTACTs/PSDSs	Quarterly
Problem-Solving	Address challenges such as inactive members, low participation, or conflict resolution within the SGC	DFTACTs/PSDSs	As issues arise



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

Annex B: Monitoring Checklist for the Establishment of the School Governance Council (SGC)

(Anchored on DO No. 26, s. 2022)

Congressional District : _____
Sub-Office : _____
School ID : _____
Name of School : _____
Name of School Head : _____
Designation : _____

No.	Monitoring Item	Yes	No	Remarks / Evidence
1	Has the School Governance Council (SGC) been formally established in compliance with DO 26, s. 2022?	<input type="checkbox"/>	<input type="checkbox"/>	
2	Has the school conducted orientation and capacity-building for prospective SGC members?	<input type="checkbox"/>	<input type="checkbox"/>	
3	Has the SGC conducted the election or selection of officers in accordance with the guidelines?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Does the SGC have a duly approved Constitution and By-Laws	<input type="checkbox"/>	<input type="checkbox"/>	



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

	(CBL)?			
5	Is there representation from all stakeholder groups (teachers, parents, learners, LGU, alumni, community partners)?	<input type="checkbox"/>	<input type="checkbox"/>	
6	Are the roles, responsibilities, and functions of SGC members clearly defined and communicated?	<input type="checkbox"/>	<input type="checkbox"/>	
7	Has the SGC prepared an Annual Work Plan aligned with the School Improvement Plan (SIP)?	<input type="checkbox"/>	<input type="checkbox"/>	
8	Does the school have documentation of meetings (minutes, attendance, resolutions, agreements)?	<input type="checkbox"/>	<input type="checkbox"/>	
9	Has the school provided logistical and administrative support (venue, supplies, records) to	<input type="checkbox"/>	<input type="checkbox"/>	



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

	enable SGC operations?			
10	Has the school identified and addressed challenges or issues affecting the functionality of the SGC (e.g., inactive members, lack of participation)?	<input type="checkbox"/>	<input type="checkbox"/>	

SIGNIFICANT FINDINGS/OBSERVATIONS:

Name and Signature of Monitoring Official:
Date of Monitoring: