



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

June 30, 2026

DIVISION MEMORANDUM

NO. 261, s. 2026

**VIRTUAL ORIENTATION ON SCHOOL GOVERNANCE COUNCIL (SGC)
MECHANISM AND FUNCTIONALITY**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD & CID)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Others Concerned

1. The SGC serves as a policy-making and advisory body that synchronizes the efforts of the school, parents, local government units, and community members toward shared accountability for student success. In line with our commitment to strengthening participatory governance and fostering stakeholder engagement in schools, this Office announces the conduct of **Virtual Orientation on the School Governance Council (SGC) Mechanism and Functionality** to be held on **July 9, 2026 via MS Teams**. The meeting link is
2. This orientation aims to standardize the implementation, structure, and operational processes of SGCs across all schools in the division. Specifically, the objectives are the following:
 - a. Familiarize the legal basis, policies and guidelines of School Governance Council (SGC);
 - b. Explain the roles, responsibilities, and functions of the School Governance Council and its members;
 - c. Introduce the SGC functionality tools and illustrate the proper utilization of such tools; and
 - d. Set the timeline of activities and corresponding deadlines.
3. The participants to this activity are all the School Heads. Representative is not allowed.
4. Immediate dissemination of and strict compliance with this Memorandum are directed.

Fit:

MARGARITO A. CADAYONA JR, PhD, CESO VI
Schools Division Superintendent



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