



Republic of the Philippines  
**Department of Education**  
 REGION III – CENTRAL LUZON  
**SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ**

October 11, 2022

**DIVISION MEMORANDUM**

No. 579, s. 2022

To: Assistant Schools Division Superintendent  
 Chief Education Supervisor, (SGOD)  
 Education Program Supervisor, SGOD  
 Division SBM and AAS Coordinators  
 All Public Secondary School Heads  
 All Others Concerned

**ROLL-OUT AND ORIENTATION OF THE SCHOOL GOVERNING COUNCIL (SGC)  
 FUNCTIONALITY ASSESSMENT TOOL FOR SECONDARY SCHOOLS PER DEPED  
 ORDER 26, S.2022**

1. Pursuant to Deped Order 26, s. 2022 otherwise known as “The Implementing Guidelines on the Establishment of School Governing Council” and Regional Memorandum No. 564, s. 2022, this office through the School Governance and Operations Division (SGOD), announces the selected members of the composite team who will be part of the Roll-out and Orientation of the SGC Functionality Assessment Tool for Secondary Schools on October 12, 2022 from 2:00 to 4:00 pm at the SGOD Office, SDO Science City of Munoz.
2. Participants to this activity are the ASDS, SGOD Chief, EPS- SGOD, SBM and AAS Coordinators and All Public Secondary School Heads.

3. The Division Composite Team members are as follows;

NAME	DESIGNATION	POSITION
Dr. Zurex T. Bacay	Chairperson	Asst. Schools Division Superintendent
Dr. Bernardo A. Gargabite	Member	Chief ES, SGOD
Dr. Angelica B. Mangawang	Member	EPS, SGOD
Lamberto P. Corpuz	Member	Division SBM Coordinator
Joel G. Dizon	Member	Adopt-A-School Coordinator

4. The Division Office through the SGOD Office shall be responsible for the following:



*H*yal, *E*xcellent, *A*ccountable and *D*edicated to *S*ervice

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)

DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



Republic of the Philippines  
**Department of Education**

REGION III – CENTRAL LUZON

**SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ**

- 4.1 orient and conduct capacity-building activities for School Heads and other personnel;
- 4.2 formulate operational guidelines and/or implementation plans which are consistent with those of the RO's and with national policies;
- 4.3 provide assistance to the schools in resolving issues and concerns raised pertinent to the conduct of SGC election;
- 4.4 maintain a database of the officers-elect of the SGC for reference purposes;
- 4.5 administer situation assessment and needs analysis of schools in implementing the guidelines;
- 4.6 ensure compliance of procedures in the removal from office of SGC members;
- 4.7 maintain a list of SGC members who have been disqualified and provide relevant, timely and appropriate technical assistance to the schools;
- 4.8 provide proper and timely information on the progress of the implementation of activities supportive of SIP;
- 4.9 monitor performance of SGCs vis-a-vis implementation of programs, projects, and activities of the council;
- 4.10 track and analyze the implementation and results of Technical Assistance interventions; and
- 4.11 monitor the implementation of the guidelines.

5. For clarification, you may contact the Division SBM Coordinator through [lamberto.corpuz@deped.gov.ph](mailto:lamberto.corpuz@deped.gov.ph) or at cellphone number 0935 631 0043.

6. For information and strict compliance.



**DANTE G. PARUNGAO, CESO V**  
Schools Division Superintendent

LPCSEps-SGC compoteam  
smme 10/11/2022



18

*Loyal, Excellent, Accountable and Dedicated to Service*

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: [munozone.science.city@deped.gov.ph](mailto:munozone.science.city@deped.gov.ph)

DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15