



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON

SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

05 March 2026

SCHOOLS DIVISION MEMORANDUM

No. 099, s. 2026

**WRITESHOP ON THE PREPARATION OF MEANS OF VERIFICATIONS (MOV_s)
FOR THE REGIONAL REVALIDA OF SCHOOL GOVERNANCE COUNCIL (SGC)
FUNCTIONALITY ASSESSMENT**

1. Pursuant to DepEd Order 26, s. 2022, Implementing Guidelines on the Establishment of School Governance Council which mandates all public elementary and secondary schools to organize and strengthen their SGCs as structures for shared governance and feedback mechanisms at the school level, this Office shall conduct a “Writershop on the Preparation of Means of Verification (MOV_s) for SGC Functionality” on March 10-13, 2026, from 3:00 pm to 5:00 pm at venues indicated in the attached schedule.
2. The writershop shall be conducted for all elementary schools and non-functional secondary schools to ensure compliance with the required documentation processes for the Regional SGC Functionality Assessment. This activity supports SGC operations as the coordinating body for school committees and organizations, consistent with DepEd Order 26, s. 2022
3. Participants in this activity are all SGC Designated Co-Chairperson and Secretary. Elected Co-Chairpersons may opt to attend for the purpose of capacity building.
4. The Division Office through the SGOD shall:
 - 4.1 conduct write-shop activities for SGC Designated Co-Chairpersons and Secretary in the preparation of MOV_s for SGC Functionality.
 - 4.2 provide technical assistance to schools in resolving issues and concerns pertinent to SGC implementation;
 - 4.3 administer a situational assessment and needs analysis of schools in implementing SGC guidelines;
 - 4.4 monitor the performance of SGCs in relation to the implementation of programs, projects, and activities of the Council.
5. Attached is the schedule of Cluster workshops and corresponding venues.



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6. Attendees shall bring their own provisions including meals, snacks, laptops and other necessary materials. This Memorandum serves as Authority to Travel of the participants.
7. For clarification, you may contact the Division SGC Focal Person, Mr. Lamberto P. Corpuz, through his email address lamberto.corpuz@deped.gov.ph or at his cellphone number 0935 631 0043.
8. For information and strict compliance.

LPCSepts-03 SGC writeshops
smme 03/03/2026



JOHANNA N. GERVAICIO PhD, CESO V
Schools Division Superintendent



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SCHEDULE OF CLUSTER WORKSHOPS

No.	CLUSTER	VENUE	DATE
1	North Cluster	Linglingay ES	March 10, 2026
2	West Cluster	Muñoz CS	March 11, 2026
3	East Cluster	Bantug ES	March 12, 2026
4	South Cluster and Secondary School Cluster	Maligaya IS	March 13, 2026



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