

Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

June 10, 2025

DIVISION MEMORANDUM

No. 194 s. 2025

**PARTICIPATION TO THE REINFORCEMENT OF SCHOOL-BASED
MANAGEMENT AND SCHOOL GOVERNANCE COUNCIL (SGC)
PROCESSES**

To: MARICRIS P. QUISMUNDO, SEPS SMME
HELEN S. PALASAN, PII – Molugan Central School
DELIA A. CAJILLA, PTA President – Molugan Central School

1. Relative to the Regional Memorandum No. 369, s. 2025 re *Reinforcement of School-Based Management (SBM) and School Governance Council (SGC) Processes*, you are hereby directed to attend to the said activity on **June 25-27, 2025**, at NEAP R10, Lapasan, Cagayan De Oro City.
2. Please see the enclosed Regional Memorandum for reference. Further, this Memorandum shall serve as the **Official Authority to Travel** for the participants.
3. Travelling expenses incurred shall be chargeable against local funds subject for the usual accounting and auditing rules and regulations.
4. This activity shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination based on age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
5. For strict compliance.


RANDOLPH B. TORTOLA

Schools Division Superintendent

To be indicated in the Perpetual Index under the following subjects:
SGC Activit



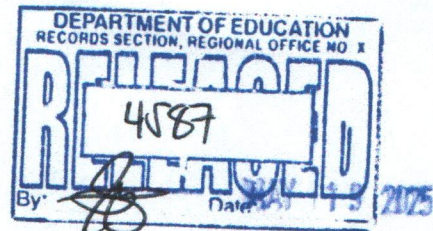
Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 555-0475
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

**Transforming Schools,
Forging Partners**





Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



May 15, 2025

REGIONAL MEMORANDUM

No. 369, s. 2025

REINFORCEMENT OF SCHOOL-BASED MANAGEMENT (SBM)
AND SCHOOL GOVERNANCE COUNCIL (SGC) PROCESSES

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. Following **DepEd Order No. 007, s. 2024** on the **Policy Guidelines on the Implementation of the Revised School-Based Management (SBM) System** and **DepEd Order No. 026, s. 2022** on the **Implementing Guidelines on the Establishment of School Governance**, this Office, through the Field Technical Assistance Division (FTAD), will conduct a two-day activity on **Reinforcement of School-Based Management and School Governance Council Processes** at NEAP-R10, Lapasan, Cagayan de Oro City, on June 25-27.

2. The activity aims to

- a. update the status of SGC Functionality Assessment based on D.O. 026, s. 2022 and D.O. 007, s. 2024;
- b. share the emerging practices in strengthening leadership and provide technical assistance in resolving difficulties encountered in sustaining the SGC functionality;
- c. strengthen alignment of certain competencies and strands in the Philippine Professional Standards for Teachers (PPST) and with those of the Philippine Professional Standards for School Heads (PPSSH);
- d. identify areas for improvement from external/internal stakeholders in fostering growth, improvement, and positive change leading to sustainable stakeholders' participation in implementing these guidelines; and
- e. recognize Schools Division Offices (SDOs) for obtaining Functional School Governance Council across all their secondary schools based on RM 625, s. 2024 on the Establishment of Functional School Governance Councils (SGCs) under the regional initiated scheme.



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No: (088) 881-3137
Email Address: region10@deped.gov.ph
Website: r10.deped.gov.ph

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3. The participants will include the following:

Participants	No. of Pax	Total
Division Office (DO)		
SGC/SBM Coordinator	1 per SDO	1x 14 SDOs = 14
School Head (elem./sec.) Refer attachment no. 5 for the distribution of the participants	1 per SDO	1x 14 SDOs = 14
External Stakeholder (SGC member- (PTA/barangay /others) preferably unable to join in last year's SGC Convergence	1 per SDO	1x 14 SDOs = 14
	3	3 x 14 SDOs = 42
Regional Office (RO)		
RO-QAME/QAD	1	
RO ICT	1	
FTAD-Management Team	3	
		5
Resource Persons		2
Overall Total		49

4. The SGC/SBM Coordinator per SDO is expected to facilitate the accomplishment of the NEAP Booking form for those expected participants who are planning to stay at the NEAP Dorm during the event. The accomplished booking forms shall be submitted via email to ftad.region10@deped.gov.ph on or before June 2.

5. A virtual pre-work will be conducted on June 6, at 9:30 a.m. The meeting will be attended by the TWG or SDO SGC/SBM Coordinator. A meeting link will be provided through email for the purpose.

6. The **meals of the participants**, resource persons, external stakeholders, and facilitators, including the accommodation of the external stakeholders and resource persons, plaques of recognition for the SDO Awardees and Resource persons, and tokens during the event shall be charged to the Training Funds of FTAD. The travel expenses and accommodation of the participants and resource persons will be charged to local funds, all subject to the usual accounting and auditing rules and regulations.

7. The opening program will start on June 25 at 1:30 with **lunch, afternoon snacks**, and dinner. The last meal will be lunch on June 27. The participants and TWG are expected to arrive in the morning of June 25.

8. See the following attachments for guidance and reference.

- a. Attachment No. 1 - Activity Matrix
- b. Attachment No. 2 - The TWG Committees



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c. Attachment No. 3 - Distribution of Participants

d. Attachment No. 4 - Booking Form

9. All shall observe the Equal Opportunity Policy (EOP) in the provision of technical assistance vis-à-vis the policy guidelines implemented.

10. For more information, please contact Ms. Lita F. Base, education program supervisor and FTAD focal person, at 0906-505-6219.

11. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director 

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subjects:

MEETINGS/ACTIVITY SBM SGC

RE: Reinforcement of School-Based Management
and School Governance Council Processes

FTAD/lita



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REINFORCEMENT OF SCHOOL-BASED MANAGEMENT (SBM)
AND SCHOOL GOVERNANCE COUNCIL (SGC) PROCESSES

ACTIVITY MATRIX

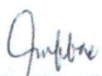
June 25-27, 2025

June 25, 2025		
First Day		
	Activity	Facilitator/Responsible Person
1:30-2:00 p.m.	Opening Program	Canned
	Preliminaries:	
	National Anthem	
	Prayer	
	Quality Policy	
	Recognition of Participants House Rules	Emcee
2:00-5:00 p.m.	Statement of Purpose	Dr. Edith L. Ortega Chief, Field Technical Assistance Division (FTAD)
	Message	Dr. Arturo B. Bayocot, CESO III Regional Director
	Updates/status of DO 26, s. 2022 and DO 7, s. 2024 Functional Schools and SBM (Processes under the Quality Management System)	Lita F. Base Organization Management Focal Field Technical Assistance Division (FTAD)
	Session 1 Leadership and Provision of Technical Assistance in Resolving Difficulties Encountered in Sustaining the SGC Functionality (inclusive of sharing the emerging practices)	Dr. Joy C. Mangubat Chief, SGOD Division of Gingoog City Roselle O. Bacasnot SGC/SBM Coordinator SDO of Gingoog Facilitator

June 26, 2025		
Second Day		
8:00-8:20 a.m.	MOL	Program Committee In-charge
8:20-8:40 a.m.	Energizer (team building activity with processing)	Edelina Ebora SGC/SBM Coordinator SDO of Malaybalay <i>Facilitator</i>
8:40 a.m.-12:00 p.m.	Session 2: Discussion of Salient Features and Simulation of SBM Process Based on DO 007, s. 2024 “Policy Guidelines on the Implementation of the Revised SBM System”	Dr. Roberto D. Napere, Jr. <i>ASDS, SDO of Bukidnon</i> Danny A. Asio SGC/SBM Coordinator <i>Facilitator</i>
12:00-1:00 p.m.	Lunch break	
1:00- 3: 00 p.m	Session 3: Workshop on identifying areas for improvement and sharing feedback from external/internal stakeholders in fostering growth, improvement, and positive changes to sustain stakeholders’ participation	Michael T. Jamis SGC/SBM Coor, Misamis Occidental (Plenary and School Heads cluster-Facilitator) Documenter: Joandale L. Villajos SGC/SBM Coor, Lanao del Norte
3:01-5:00 pm	Presentation of outputs: Output: Consolidated areas of improvement and relevance feedback to improve stakeholders’ participation	Anthony Marollano SGC/SBM Coor, Ozamiz (External Stakeholders- Facilitator) Documenter: Susan Cabahug SBM/SGC Focal, Iligan Gladys C. Quijada SGC/SBM Coor, Bukidnon (SBM/SGC Focal Persons, Facilitator) Documenter: Analie Banaag SGC/SBM Coor, Camiguin

June 27, 2025		
Third Day		
8:00-8:15 a.m.	<i>Preliminaries</i> MOL	c/o Program Committee In-charge
8:15 – 10:15 a.m.	Next Steps	Dr. Edith Ortega Chief, FTAD
10:20 a.m.-12:00 p.m.	Closing Program Recognition of schools with functional SGCs	Program Committee

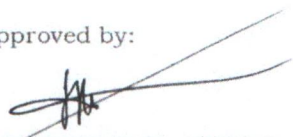
Prepared by:


LITA F. BASE
EPS, FTAD

Recommended by:


EDITH L. ORTEGA
Chief, FTAD

Approved by:


DR. ARTURO B. BAYOCOT, CESO III
Regional Director



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REINFORCEMENT OF SCHOOL-BASED MANAGEMENT (SBM)
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Pre-Work Matrix
The Technical Working Group (TWG) Committees
June 25-27, 2025

	Task/s
1. Program Facilitation	
Chair: Edelina M. Eborra Members: Danny A. Asio Roselle O. Bacasnot	a. Manages the preliminaries and entire Programs: June 25-27 Preliminaries, MOL, Opening and Closing Program (June 27, 2025) b. Identifies the Master of Ceremony per program (Opening, MOL, and Closing Program) c. Guides presenter/resource persons to their designated place. d. Takes charge of the plenary presentations. MOVs: Photo Docs of actual execution
2. Collection of SDO PPTs/other Presentations and QAME facilitation	
Chair: Philip T. Perez Member/s: Susan Y. Cabahug	a. Takes charge of the collection of the SDO/cluster/Resource Persons' presentation and upload files in the link. b. Checks the PPTs/material before the presentation. c. Assists the RO ICT (Ralph Simon Mabulay) during the actual presentation of Resource Persons. d. Assists Ms. Llagas in the QAME facilitation (posting QAME link per day and assisting in the post evaluation at every end of the day's activity) MOVs: Soft copy of the presentation and QAME accomplishment of each participant
3. Facilitation of Actual Attendance	
Chair: Amor Radaza Member/s: FTAD AD-AS	a. Coordinates with FTAD AD-AS on the actual attendance. b. Takes charge and reviews of completeness of the actual attendance of the participants/Resource Person/s /presenter. c. Reconciles the number of registrants with that to the actual attendees. MOV: Signed Attendance Sheet

	Task/s
4. Facilitators for the Group Discussion	
Chair: Michael T. Jamis Members: Gladys Jean D. Quijada Anthony Marollano	a. Facilitates group discussion in the assigned cluster to achieve the expected outputs. "Consolidated areas of improvement and relevance feedback to improve stakeholders' participation" (per assigned cluster) b. Facilitates the collection of outputs per cluster for the plenary. c. Collects the presentation of discussion in soft copy and give to RO ICT. Cluster A: Michael T. Jamis SBM/SGC Focal, Misamis Occidental (Plenary and School Heads cluster-Facilitator) Cluster B: Gladys C. Quijada SBM/SGC Focal, Bukidnon (External Stakeholders- Facilitator) Cluster C: Anthony Marollano SBM/SGC Focal, Ozamiz (SGC/SBM Coordinator , Facilitator)
5. Documenter/ Minutes of the Activity	
Chair: Maricris P. Quismundo Members: Joandale L. Villajos Analine Banaag	a. Prepares documentation/minutes per session/and per day that includes the Pre-Work Minutes of the Meeting. b. Coordinates with Ms. Base for the template of the Minutes of the Activity. c. Consolidates relevant feedback to be integrated in the minutes of the meeting. MOV: Minutes of the Activity
6. Activity Program	
Chair: Redeemer Denapo Member/s: Aileen A. Zaballero	Coordinates FTAD of the design, layout, and final printing of the program.

**REINFORCEMENT OF SCHOOL-BASED MANAGEMENT (SBM)
AND SCHOOL GOVERNANCE COUNCIL (SGC) PROCESSES**

Distribution of Participants

Division	SGC/SBM Coordinator	School Head (Sec/or Elem)	External Stakeholder (SGC members- (PTA/barangay /others) preferably unable to join in last year's SGC Convergence)	Total
1. Bukidnon	1	1 (Sec.)	1	3
2. Camiguin	1	1 (Elem)	1	3
3. Lanao del Norte	1	1 (Elem)	1	3
4. Mis. Occidental	1	1 (Sec.)	1	3
5. Mis. Oriental	1	1 (Sec.)	1	3
6. Cagayan de Oro	1	1 (Sec.)	1	3
7. El Salvador	1	1 (Elem)	1	3
8. Gingoog	1	1 (Elem)	1	3
9. Iligan	1	1 (Elem)	1	3
10. Malaybalay	1	1 (Sec)	1	3
11. Oroquieta	1	1 (Sec)	1	3
12. Ozamiz	1	1 (Sec)	1	3
13. Tangub	1	1 (Elem)	1	3
14. Valencia	1	1 (Sec)	1	3
Total	14	14	14	42