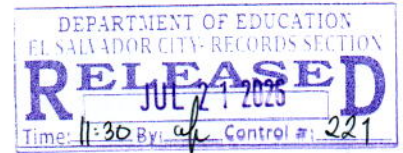




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



July 20, 2026

DIVISION MEMORANDUM
No. 221, s. 2026

**ROLLOUT OF THE SCHOOL GOVERNANCE COUNCIL (SGC)
FUNCTIONALITY ASSESSMENT TOOL FOR ELEMENTARY SCHOOLS**

To: Assistant Schools Division Superintendent
Division Chiefs
Curriculum and Implementation Division (CID)
Schools Governance and Operations Division (SGOD)
School Heads of the Elementary Schools
This Division

1. In line with the implementation of the School Governance Council (SGC) Functionality Assessment Tool for Elementary Schools, all Elementary School Heads are hereby directed to attend the rollout on **Thursday, July 23, 2026, from 1:00 PM to 5:00 PM** at the Division Conference Room, Diamond Building, El Salvador City.
2. Specifically, the activity aims to:
 - a. discuss the standard processes and procedures for establishing and implementing the School Governance Council (SGC) in elementary schools, and
 - b. conduct a hands-on workshop on the application of the SGC Functionality Assessment Tool and the compilation of its corresponding Means of Verification (MOVs).
3. All participants are required to bring their own laptop, extension cord, and mobile data connection for the workshop.
4. Further, this Memorandum shall serve as the Authority to Travel for the identified School Heads of the identified schools.
5. 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.



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6. Immediate and wide dissemination of this Memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

Monitoring and Evaluation

SGOD/smme



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