



Republic of the Philippines  
Department of Education  
Region VIII  
**SCHOOLS DIVISION OFFICE OF TACLOBAN CITY**  
*Tacloban City*

October 24, 2022

DIVISION MEMORANDUM  
No. SSU S. 2022

**ESTABLISHMENT OF SCHOOL GOVERNANCE COUNCIL (SGC) IN SCHOOLS  
AND INITIAL ROLL-OUT OF THE SGC FUNCTIONALITY ASSESSMENT TOOL  
FOR SECONDARY SCHOOLS**

To: Assistant Schools Division Superintendent  
Chiefs- CID and SGOD  
Division SGC Composite Team  
Public Secondary School Heads and PSDSs  
All Others Concerned

1. In compliance to the mandate of DO 26, s.2022 – Implementation Guidelines in the Establishment of School Governance Council, all Public Elementary and Secondary are required to establish a functional School Governance Council effective immediately.
2. For this year 2022, all Public Secondary Schools shall answer the Google Forms version of SGC Functionality Assessment Tool using the link provided below. The designated Co-Chairperson shall facilitate the accomplishment of the tool. He/ She shall ensure that the council and the school head are properly consulted.

[https://bit.ly/2022SGC\\_Tool\\_R8-SDOTC](https://bit.ly/2022SGC_Tool_R8-SDOTC)

3. The SDO- SGC Composite Team shall validate the MOVs via Google Forms or a field visit if necessary. The results shall be used as reference in identifying strategies and interventions to further strengthen the implementation of the policy.



**RELEASED**  
Date: 10/24/22  
Time: 8:15 AM  
Signature: [Signature]

4. Herewith is the list of SDO-SGC Composite Team for S.Y. 2022-2023.

Chair: Edgar Y. Tenasas, CESO VI  
Assistant Schools Division Superintendent

Members: Melani D. Escobarte PhD- SGOD Chief  
Delilah M. Delos Santos PhD- EPS on PAPs / SBM Coordinator  
Jennith S. Gabisay- Soc Mob -SEPS  
Sonia N. Cabalona- Soc Mob-EPS 11  
Roger E. Dagale- M & E- SEPS  
Manolito Bolpa- M & E- EPS 11  
Angelo V. Alcaraz- Planning Officer 3

5. For the timeline of activities, kindly refer to the table below:

DATE	ACTIVITY	TO BE ACCOMPLISHED BY
October 11, 2022-November 4, 2022	Roll-Out of SGC Functionality Assessment Tool	SGCs in Public Secondary Schools
November 7, 2022-November 18, 2022	SDO Validation of MOVs	SDO Composite Team

6. Immediate dissemination of and compliance with this memorandum are desired.

  
MARIZA S. MAGAN EdD, CESO V  
Schools Division Superintendent

S.O. NO 231  
8-2022