



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



FTAD-RM-2023-712

24 November 2023

**Regional Memorandum**  
No. 712 s. 2023

**REQUEST FOR THE OFFICIAL LIST OF THE DIVISION  
COMPOSITE TEAM OF THE SCHOOL GOVERNANCE COUNCIL  
(SGC) FOR SECONDARY SCHOOLS**

To: **Schools Division Superintendents**

1. Pursuant to DepEd Order 26, Series 2022, this Office through the Field Technical Assistance Division (FTAD), requests for the submission of the official list of the Division SGC Composite Team for secondary schools following the attached template.
2. The following are the roles and responsibilities of the team:
  - a. Formulate operational guidelines and/or implementation plans consistent with national policies;
  - b. Administer needs analysis of schools in supervising policy implementation;
  - c. Facilitate quality assurance by ensuring that the guidelines are implemented with relevance, timeliness, and compliant to standards;
  - d. Maintain a record database of the impact of the programs and activities, as well as best practices, implemented by the SGC in the Division;
  - e. Provide relevant, timely, and needs-based technical assistance to the Schools; and
  - f. Monitor and evaluate the implementation of TA interventions through the Division Technical Assistance Composite Team (DFACTs).
3. The submission of the official list of Division SGC Composite Team is on or before December 1, 2023, to be submitted through email at [fta.calabarzon@deped.gov.ph](mailto:fta.calabarzon@deped.gov.ph).
4. For further details and technical assistance, contact Chief Michael Girard R. Alba at 09178882731 or [michael.alba@deped.gov.ph](mailto:michael.alba@deped.gov.ph).



Address: Gate 2, Karangalan Village, Cainta, Rizal  
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Email Address: [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
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5. Immediate dissemination and compliance with this Memorandum is desired.



**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

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**OFFICIAL LIST OF DIVISION COMPOSITE TEAM OF THE SCHOOL  
GOVERNANCE COUNCIL (SGC) FOR SECONDARY SCHOOLS**

<b>Name</b>	<b>Designation</b>	<b>Position</b>
	Chairperson	
	SGC Coordinator	
	Member	
	Member	
	Member	

Prepared by:

\_\_\_\_\_  
Complete Name and Signature of the SGOD Chief

Approved:

\_\_\_\_\_  
Complete Name and Signature of the Schools Division Superintendent