



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



14 October 2024

Regional Memorandum
No. 758 s. 2025

**REQUEST FOR PARTICIPATION IN THE CONDUCT OF RO
AND SDO TECHNICAL ASSISTANCE WORKSHOP ON SGC
(BATCH 1-6)**

To **Schools Division Superintendents**
All Others Concerned

1. In reference to DM-OUHROD-2025-2706¹, this Office, through the Field Technical Assistance Division, requests participants in the Conduct of RO and SDO Technical Assistance Workshop on SGC (Batch 1-6) on November 19-21, 2024, within NCR. The venue to this will be announced in a separate memorandum.
2. This activity aims to build a foundational success in institutionalizing the SGC in school communities nationwide.
3. The participants in this activity from the Regional Office are FTAD Chief, RO SBM Coordinator and from the Schools Division Office are the SGOD Chief and SBM Coordinator and requested to confirm participants' attendance through this link bit.ly/2025ATTENDSGCWORKSHOP on or before November 3, 2025. Please see attached Memorandum for other details.
4. Travel and other related expenses of the participants shall be charged against the local funds subject to the usual accounting and auditing rules and regulations.
5. For any queries, you may contact BHROD-SED via email at bhrod.sed@deped.gov.ph or through landline number: (02) 8633-5397, and Michael Girard R. Alba at 0991-3842-394 or via email at michael.alba@deped.gov.ph.
6. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II

 Regional Director

04/ROF2

¹ Conduct of RO and SDO Technical Assistance Workshop on SGC (Batch 1-6)

**OFFICIAL LIST OF REQUESTED PARTICIPANTS FOR THE PARTICIPATION IN
THE CONDUCT OF RO AND SDO TECHNICAL ASSISTANCE WORKSHOP ON SGC
(BATCH 1-6)**

GOVERNANCE LEVEL	DESIGNATION	NAME
Regional Office	Chief, FTAD	MICHAEL GIRARD R. ALBA
Regional Office	SBM Coordinator	EUGENIO S. ADRAO
SCHOOLS DIVISION OFFICE	SGOD CHIEF	SBM COORDINATOR
Antipolo City	JONATHAN P. DOMINGO	EDMER M. CONSTANTINO
Bacoor City	CESAR M. MOJICA	LEVIN R. PABRIAGA
Batangas City	ANGELISA A. AMOTO	MAGIELYN R. BABAO
Batangas Province	MARIO B. MARAMOT	CORA V. SAMSON
Binan City	BAYANI V. ENRIQUEZ	ISIDRA L. GALMAN
Cabuyao City	JOSE CHARLIE S. ALOQUIN	REYARR L. CRUZ
Calaca City	APRILITO DE GUZMAN - OIC	JOE ARENAS
Calamba City	DOLOROSA S. DE CASTRO	JOSEPH L. GUERRERO
Cavite City	ROMEO S. ROSALES	CHARLENE LEI O. ESGUERRA
Cavite Province	DIANA P. TOPACIO	MARIA BELEN C. MOJICA
Dasmarinas City	LETICIA T. LOPEZ	MR. CRIZEL ANN VILLANUEVA
General Trias City	INES L. INOCENCIO	HAIDI M. MORALES
Imus City	IVAN HONORPTE A. MIJARES	MEDEL CARLOS C. ZARSUELO JR.
Laguna Province	DARWIN S. TALAMBAYAN	FRENIE V. AQUINO
Lipa City	MINERVA C. CARAOS	ELVIE M. MALALUAN
Lucena City	EPIFANIA F. CARANDANG	DR. PASCUAL C. LAROSA JR
Quezon Province	JUANITO A. MERLE	MICHELLE DUMA
Rizal Province	FERDINAND C. PASCUAL	EMMALYN P. GUEVARRA
San Pablo City	ANNA LIZA D. BANAYO	RYAN L. RACE/ ARLENE A. PAGAR
San Pedro City	FREDERICK G. BYRD, JR.	LAURENCE E. PARTO
Santa Rosa City	JESSIE JAMES E. KINGAT	LOUIE L. SALDIVAR
Santo Tomas City	GUILLERMA L. BILOG	ROMEL GARCIA
Tanauan City	MAXIMO L. CUSTODIO JR.	XANDER CASTILLO
Tayabas City	IMELDA C. RAYMUNDO	DONDON T. AGUDILLA



Republika ng Pilipinas
Department of Education

**OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**



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**MEMORANDUM
DM-OUHROD-2025- 2706**

**TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

ALL OTHERS CONCERNED**

FROM : WILFREDO E. CABRAL
*Undersecretary
Human Resource and Organizational Development*

*Digitally signed
by Wilfredo Cabral
7:20:37 AM*

**SUBJECT : CONDUCT OF RO AND SDO TECHNICAL ASSISTANCE
WORKSHOP ON SGC (BATCH 1-6)**

DATE : 25 September 2025

The Department of Education seeks to build upon the foundational successes of institutionalizing SGC in school communities nationwide. Through the issuance of DepEd Order 26, s. 2022, the SGC was introduced as a mechanism for shared governance and a platform for feedback, fostering stakeholder engagement and community involvement in matters related to the schools' continuous improvement.

One of the key performance indicators for measuring success is the increase in the number of functional SGCs. In secondary public schools, a significant improvement has been observed. When baseline data collection began, it was found that only one-tenth of one percent (0.1%) of secondary public schools had established functional SGCs. By the end of the process, the Department reported that the proportion of functional SGCs had increased to forty-nine percent (49%).

In the SGC's third year of policy implementation, the Department plans to reinforce the valuable lessons and positive practices that schools have developed in their journey toward more inclusive stakeholder participation. This is grounded in the belief that individuals and groups within the community play a critical role in supporting and enhancing school governance. Moreover, it is envisioned that public schools will continue to grow in their engagement with communities, sustain the active participation of stakeholders in the education and learning of the youth, and implement initiatives aimed at maintaining school effectiveness and excellence.



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
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Email Address: usec.hrod@deped.gov.ph
Website: <https://www.deped.gov.ph>

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Annex A: List of Expected Participants

LIST OF PARTICIPANTS AND SCHEDULE OF WORKSHOPS

CLUSTER	REGIONS	VENUE	Day 1 Lunch :12nn Program: 1-5pm Check-in: TBA in the afternoon	Day 2 Program: 8-5pm	Day 3 Program: 8-11:30am Check-out: 12 nn
1	R9, R10, R6	Within NCR	Nov 5	Nov 6	Nov 7
2	R11, R12, R7	Within NCR	Nov 12	Nov 13	Nov 14
3	R4A, R4B, NCR	Within NCR	Nov 19	Nov 20	Nov 21
4	R3, NIR	Within NCR	Nov 24	Nov 25	Nov 26
5	R5, R8, CARAGA	Within NCR	Dec 3	Dec 4	Dec 5
6	R1, R2, CAR	Within NCR	Dec 10	Dec 11	Dec 12

Note:

Please be guided by the following information:

1. **There will be no day 0.** On the first day, first meal is lunch, which will be served at 12:00 noon, followed by the program at 1:00 PM. Check-in will be scheduled in the afternoon upon the organizer's advice. Upon arrival, participants are requested to **proceed directly to the venue with their luggage and await further instructions for check-in.**
2. To ensure sufficient space at the venue on the first day, we kindly request that you bring only the luggage necessary for the duration of the workshop and **avoid bringing pieces that are too large.**
3. Only **two (2) participants per governance level** are required to attend the workshop:

<u>Each</u> Regional Office	• One (1) FTAD Chief • One (1) SBM Coordinator
<u>Each</u> School Division Office	• One (1) SGOD Chief • One (1) SBM Coordinator

We kindly ask for your cooperation in observing this participant limit to ensure smooth coordination and effective session management.

Thank you for your understanding.



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To provide targeted support for sustainable SGCs to all school TA providers from the Regional and Schools Division Offices, the BHROD-School Effectiveness Division (SED) will conduct a series of Technical Assistance Workshops from November to December 2025.

The attachments below are provided for your reference:

- **List of Expected Participants and Schedule of Workshops (Annex A)**
- **Indicative Program of Activities (Annex B)**

For administrative concerns, please take note of the following:

1. Travel expenses of the CO Management Team shall be charged against **AR No: 2025-CO-03386** with the following **activity codes**:

Batch	Activity Code
1	AC-25-BHROD-SED-GASS-2-008
2	AC-25-BHROD-SED-GASS-2-009
3	AC-25-BHROD-SED-GASS-2-010
4	AC-25-BHROD-SED-GASS-2-011
5	AC-25-BHROD-SED-GASS-2-012
6	AC-25-BHROD-SED-GASS-2-013

2. Travel expenses of the participants shall be charged to local funds.
3. For board and lodging and meal arrangement, kindly refer to the table below:

Day	Activity	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Board and Lodging
1	Workshop			✓	✓	✓	✓
2	Workshop	✓	✓	✓	✓	✓	✓
3	Workshop	✓	✓	✓			

*Note: There will be no Day 0. On the first day, first meal is lunch, which will be served at 12:00 noon, followed by the program at 1:00 PM. Check-in will be scheduled in the afternoon upon the organizer's advice. Upon arrival, participants are requested to **proceed directly to the venue with their luggage and await further instructions for check-in.***

4. To confirm participants' attendance, kindly access this link: **bit.ly/2025ATTENDSGCWORKSHOP** on or before **November 3, 2025 (Monday)**.
5. All expenses are subject to the existing accounting and auditing rules and regulations.

For clarifications and other matters, kin coordinate with **Ms. Jeanne Nicole Grageda** of BHROD-SED at bhrod.sed@deped.gov.ph or call (02) 8633-5397.

For your information and guidance.

[BHROD-SED/Grageda]



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Annex B: Indicative Program of Activities

RO and SDO Technical Assistance Workshop on SGC

Beyond the Beginning: Enriching Technical Assistance for a Sustainable School Governance.

November-December 2025

Day	AM/P M	Dur.	Time	Activity	Facilitator
1	PM	60	12:00-1:00	Registration and Lunch (Participants must proceed first directly to the venue with their luggage)	
		30	1:00-1:30	Preliminaries	
		30	1:30-2:00	Lecture 1: Context and Background	CO
		30	2:00-2:30	Lecture 2: The SGC and its functionality	CO
		30	2:30-3:00	Break	
		30	3:00-3:30	Kick-start Activity	RP
		40	3:30-4:10	Talk 1: Strengthening Shared Governance in the school through SGC	RP
		10	4:10-4:20	Pausive Refresh (Self-Reflection Activity)	
				Pausive Refresh (Duo-Reflection Activity)	
		30	4:20-4:50	Activity 1: Raise your flag	
		10	4:50-5:00	Concluding Activity/Reminders	
2	AM	30	8:00-8:30	Preliminaries	
		30	8:30-9:00	We Listen, We Don't Judge (Sharing)	
		10	9:00-9:10	AHA! (Takeaways)	
		30	9:10-9:40	Lecture 3: Structure and Composition	CO
		30	9:40-10:10	Lecture 4: Roles per Governance Level	CO
		15	10:10-10:25	Break	
		30	10:25-10:55	Activity 2: Stakeholder Mapping	CO
		30	10:55-11:25	We Listen, We Don't Judge (Presentation of Outputs)	
		10	11:25-11:35	AHA! (Takeaway)	
		95	11:35-1:00	Lunch Break	
		30	1:00-1:30	Ice breaker	

		30	1:30-2:00	Lecture 5: How SGC Works	CO
		30	2:00-2:30	Kick-Off Activity	
		40	2:30-3:10	Talk 2: SGC in Action	RP
		15	3:10-3:25	Break	
		40	3:25-4:00	Talk 3: Empowered Schools, Empower Stakeholders	RP
		20	4:00-4:20	Pausive Refresh (Group Reflection Activity)	
		30	4:20-4:50	Activity 3: Lead to Empower	CO
		10	4:50-5:00	Concluding Activity/Reminders	
3	AM	30	8:00-8:30	Preliminaries	
		30	8:30-9:00	We Listen, We Don't Judge (Presentation of Outputs)	CO
		10	9:00-9:10	AHA! (Takeaway)	
		15	9:40-9:55	Break	
		30	9:10-9:40	Activity No. 4: SGC TA Roadmap (Finalization)	CO
		60	9:40-10:40	We Listen, We Don't Judge (Presentation of Outputs)	
		30	10:40-11:10	CO Ways Forward	
		50	11:10-12:00	Concluding Activity/Awarding of Certificates/Photo Opportunity	
	PM		12:00 NN	Check-out	

Note: Activity No. 4 is a pre-work. To give you ample time to prepare, please ensure that it is completed **before your scheduled workshop**.

The **Pre-work template link** for each region shall be provided to the Regional SBM Coordinators for dissemination to the SDO focals.



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