



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



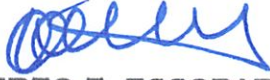
October 20, 2025

**Regional Memorandum**  
No. 779 s.2025

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

To: **Schools Division Superintendents**

1. In reference to Regional Memorandum No. 758, s. 2025<sup>1</sup>, this Office, through the Field Technical Assistance Division, informs the field that the Conduct of RO and SDO Technical Assistance Workshop on SGC (Batch 1-6) will be held on November 19-21, 2025.
2. Moreover, the SBM coordinators of SDO Calamba City and SDO San Pablo City were specifically indicated in the official list of participants, copy of which is attached.
3. Other provisions in the previous Memorandum are still in effect.
4. For inquiry, kindly contact Chief Michael Girard R. Alba of the Field Technical Assistance Division via email [michael.alba@deped.gov.ph](mailto:michael.alba@deped.gov.ph), or you may call 09913842394.
5. Immediate dissemination and strict compliance with this Memorandum are highly desired.

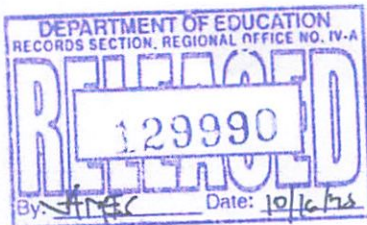
  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

04/ROF3

<sup>1</sup> Request for Participation in the 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)**

| <b>GOVERNANCE<br/>LEVEL</b>        | <b>DESIGNATION</b>         | <b>NAME</b>                  |
|------------------------------------|----------------------------|------------------------------|
| Regional Office                    | Chief, FTAD                | MICHAEL GIRARD R. ALBA       |
| Regional Office                    | SBM Coordinator            | EUGENIO S. ADRAO             |
| <b>SCHOOLS<br/>DIVISION OFFICE</b> | <b>SGOD CHIEF</b>          | <b>SBM COORDINATOR</b>       |
| Antipolo City                      | JONATHAN P. DOMINGO        | EDMER M. CONSTANTINO         |
| Bacoar 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 M. ARENAS                |
| Calamba City                       | DOLOROSA S. DE CASTRO      | FLORETTE LAARNI C. BAUTISTA  |
| Cavite City                        | ROMEO S. ROSALES           | CHARLENE LEI O. ESGUERRA     |
| Cavite Province                    | DIANA P. TOPACIO           | MARIA BELEN C. MOJICA        |
| Dasmarinas City                    | LETICIA T. LOPEZ           | CRIZEL ANN L. VILLANUEVA     |
| General Trias City                 | INES L. INOCENCIO          | HAIDI M. MORALES             |
| Imus City                          | IVAN HONORPETTE 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 G. DUMA             |
| Rizal Province                     | FERDINAND C. PASCUAL       | EMMALYN P. GUEVARRA          |
| San Pablo City                     | ANNA LIZA D. BANAYO        | RYAN L. RACE                 |
| 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 E. GARCIA              |
| Tanauan City                       | MAXIMO L. CUSTODIO JR.     | XANDER B. CASTILLO           |
| Tayabas City                       | IMELDA C. RAYMUNDO         | DONDON T. AGUDILLA           |



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-2025-2706<sup>1</sup>, 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](https://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](mailto: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](mailto:michael.alba@deped.gov.ph).
6. Immediate dissemination of this Memorandum is desired.

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

 Regional Director

04/ROF2

<sup>1</sup> 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)**

| <b>GOVERNANCE<br/>LEVEL</b>        | <b>DESIGNATION</b>        | <b>NAME</b>                   |
|------------------------------------|---------------------------|-------------------------------|
| Regional Office                    | Chief, FTAD               | MICHAEL GIRARD R. ALBA        |
| Regional Office                    | SBM Coordinator           | EUGENIO S. ADRAO              |
| <b>SCHOOLS<br/>DIVISION OFFICE</b> | <b>SGOD CHIEF</b>         | <b>SBM COORDINATOR</b>        |
| 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 HONORPTTE 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



Records-ICO01-2025-663

**MEMORANDUM**

**DM-OUHROD-2025- 2706**

TO : **REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**ALL OTHERS CONCERNED**

FROM : **WILFREDO E. CABRAL** Digitally signed by Wilfredo Cabral 7:20:37 AM  
*Undersecretary*  
*Human Resource and Organizational Development*

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  
Telephone NOS.: 8055-7200  
Email Address: [useh.road@deped.gov.ph](mailto:useh.road@deped.gov.ph)  
Website: <https://www.deped.gov.ph>

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|--------------|------------|------|--------|
| Doc Ref Code | PAWM-F-018 | Rev  | 00     |
| Effectivity  | 09-20-21   | Page | 1 of 5 |



## Annex A: List of Expected Participants

### LIST OF PARTICIPANTS AND SCHEDULE OF WORKSHOPS

| CLUSTER | REGIONS        | VENUE      | Day 1<br>Lunch : 12nn<br>Program: 1-5pm<br>Check-in: TBA in<br>the afternoon | Day 2<br>Program: 8-5pm | Day 3<br>Program: 8-11:30am<br>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        | <ul style="list-style-type: none"> <li>• One (1) FTAD Chief</li> <li>• One (1) SBM Coordinator</li> </ul> |
| <u>Each</u> School Division Office | <ul style="list-style-type: none"> <li>• One (1) SGOD Chief</li> <li>• One (1) SBM Coordinator</li> </ul> |

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

Thank you for your understanding.

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](https://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](mailto:bhrod.sed@deped.gov.ph) or call (02) 8633-5397.

For your information and guidance.

[BHROD-SED/Grageda]

## 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<br>M | Dur. | Time        | Activity                                                                                                    | Facilitator |
|-----|-----------|------|-------------|-------------------------------------------------------------------------------------------------------------|-------------|
| 1   | PM        | 60   | 12:00-1:00  | <b>Registration and Lunch</b><br>(Participants must proceed first directly to the venue with their luggage) |             |
|     |           | 30   | 1:00-1:30   | Preliminaries                                                                                               |             |
|     |           | 30   | 1:30-2:00   | <b>Lecture 1: Context and Background</b>                                                                    | CO          |
|     |           | 30   | 2:00-2:30   | <b>Lecture 2: The SGC and its functionality</b>                                                             | CO          |
|     |           | 30   | 2:30-3:00   | <b>Break</b>                                                                                                |             |
|     |           | 30   | 3:00-3:30   | Kick-start Activity                                                                                         | RP          |
|     |           | 40   | 3:30-4:10   | <b>Talk 1: Strengthening Shared Governance in the school through SGC</b>                                    | RP          |
|     |           | 10   | 4:10-4:20   | Pausitive Refresh<br>(Self-Reflection Activity)<br>Pausitive Refresh (Duo-Reflection Activity)              |             |
|     |           | 30   | 4:20-4:50   | <b>Activity 1: Raise your flag</b>                                                                          |             |
|     |           | 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<br>(Sharing)                                                                      |             |
|     |           | 10   | 9:00-9:10   | AHA! (Takeaways)                                                                                            |             |
|     |           | 30   | 9:10-9:40   | <b>Lecture 3: Structure and Composition</b>                                                                 | CO          |
|     |           | 30   | 9:40-10:10  | <b>Lecture 4: Roles per Governance Level</b>                                                                | CO          |
|     |           | 15   | 10:10-10:25 | Break                                                                                                       |             |
|     |           | 30   | 10:25-10:55 | <b>Activity 2: Stakeholder Mapping</b>                                                                      | CO          |
|     |           | 30   | 10:55-11:25 | We Listen, We Don't Judge<br>(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   | <b>Lecture 5: How SGC Works</b>                                | CO |
|   |    | 30 | 2:00-2:30   | Kick-Off Activity                                              |    |
|   |    | 40 | 2:30-3:10   | <b>Talk 2: SGC in Action</b>                                   | RP |
|   |    | 15 | 3:10-3:25   | Break                                                          |    |
|   |    | 40 | 3:25-4:00   | <b>Talk 3: Empowered Schools, Empower Stakeholders</b>         | RP |
|   |    | 20 | 4:00-4:20   | Pausive Refresh (Group Reflection Activity)                    |    |
|   |    | 30 | 4:20-4:50   | <b>Activity 3: Lead to Empower</b>                             | 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   | <b>Activity No. 4: SGC TA Roadmap (Finalization)</b>           | CO |
|   |    | 60 | 9:40-10:40  | We Listen, We Don't Judge (Presentation of Outputs)            |    |
|   |    | 30 | 10:40-11:10 | <b>CO Ways Forward</b>                                         |    |
|   |    | 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.