



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



July 17, 2026

Regional Memorandum
No.487 s.2026

**CONDUCT OF TECHNICAL ASSISTANCE WORKSHOP ON
SCHOOL GOVERNANCE COUNCIL TOOL (BATCH 7)**

To: **Schools Division Superintendents**

1. In reference to DM-OUHRODI-2026-2252¹ dated June 26, 2026, this Office, through the Field Technical Assistance Division (FTAD), announces the conduct of the Technical Assistance Workshop on the School Governance Council (SGC) Functionality Assessment Tool (Batch 7) on August 5–7, 2026, at Greensun Hotel and Events, Makati City, Metro Manila.
2. Specifically, the activity aims to:
 - a. enhance the knowledge and understanding of participants on the provisions of DepEd policies and guidelines governing the School Governance Council Program;
 - b. provide technical assistance on the administration, validation, interpretation, and utilization of the enhanced School Governance Council Functionality Assessment Tool;
 - c. standardize the implementation of the SGC Functionality Assessment Tool and its reporting procedures across all Schools Division Offices in Region IV-A CALABARZON;
 - d. strengthen the capacity of Regional and Division personnel in providing technical assistance to schools based on assessment results and identified governance gaps; and,
 - e. establish a common understanding of the monitoring, evaluation, documentation, and reporting requirements to support continuous improvement in School Governance Council functionality.
3. The participants in this activity from the Regional Office (RO), the FTAD Chief and **two** (2) FTAD Education Program Supervisors (EPS) who shall serve as Resource Speakers; and from the Schools Division Office (SDO), the SGOD Chief and the SGOD–SGC Focal Person.
4. To confirm attendance, participants are requested to accomplish the online confirmation form through tinyurl.com/2026ROSDOWORKSHOP on or before July 20, 2026. Participants are advised to bring laptop computer with charger;

¹ Conduct of Technical Assistance Workshop on SGC Tool (Batch 5-8)

extension cord; existing SGC-related reports and documents; official identification card; and other materials that may be required during the workshop.

5. Travel and other related expenses to the conduct of this activity shall be charged against the Regional Funds. The Schools Division Office (SDO) shall charge its corresponding expenses against its local funds, subject to the usual accounting and auditing rules and regulations.
6. For inquiries and other concerns, kindly contact Michael Girard R. Alba, Chief, Field Technical Assistance Division, through email at michael.alba@deped.gov.ph or mobile number 0917-888-2731.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.


CARLITO D. ROCAFORT,
Director IV

04/ROF2



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

MEMORANDUM

DM-OUHRODI-2026-2252

TO : **CONCERNED REGIONAL DIRECTORS**
(Regions I, III, IV-A, V, VI, CARAGA, and NCR)

CONCERNED SCHOOLS DIVISION SUPERINTENDENTS

FROM : **WILFREDO E. CARRAL**
*Undersecretary for Human Resource
and Organizational Development and Infrastructure*

SUBJECT : **CONDUCT OF TECHNICAL ASSISTANCE WORKSHOP ON SGC
TOOL (Batch 5-8)**

DATE : 26 June 2026

The Department of Education continues to strengthen the institutionalization of **School Governance Councils (SGCs)** in school communities nationwide through DepEd Order No. 26, s. 2022, which established SGCs as a mechanism for shared governance and a platform for feedback, promoting stronger stakeholder engagement and community participation in schools.

In support to this mandate, the **Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED)** developed and rolled out the SGC Functionality Assessment Tool in 2022 and 2023 to assess the functionality of SGCs in secondary schools. Results showed that across 217 divisions and 16 regions, 9,498 out of 10,096 secondary schools or 94% participated in the endline data collection, of which 4,649 schools or 49% were found to have functional SGCs.

Building on this success and to further strengthen the implementation of SGCs, the BHROD-SED shall roll out the SGC Functionality Assessment Tool for public elementary schools this year. The development of the tool was informed by a series of online consultations with field counterparts. In support of its rollout, a **Technical Assistance Workshop for Batches 5-8 will be conducted from July to August 2026**. Following the currently-ongoing workshops for Batch 1-4, which covers ten (10) regions, the activity aims to continue capacitating participants from the remaining seven (7) regions on the proper use of the tool and strengthen their role



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and competencies in monitoring the status and contexts of SGCs for effective implementation.

For additional details regarding the activity, the attached documents are provided for your reference:

- **Workshop Schedule, Expected Participants, Venue, Reminders (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.: 2026-CO-03943**
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	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Board and Lodging
1			✓	✓	✓	✓
2	✓	✓	✓	✓	✓	✓
3	✓	✓	✓			

Note: On Day 1, the first meal will be lunch, which will be served at 12:00 noon. Check-in details shall be announced by the organizers during the program proper.

4. Participants who opt to stay before Day 1 or beyond Day 3 shall shoulder the corresponding accommodation charges and shall not be covered by the organizers.
5. Participants are not allowed to bring additional participants, as venue capacity and meal provisions are strictly limited.
6. To **confirm participants' attendance, kindly access this link: tinyurl.com/2026ROSDOWORKSHOP** on or before **July 20, 2026 (Monday)**.
7. All expenses are subject to the existing accounting and auditing rules and regulations.

For inquiries, clarifications, and other matters, please contact **Ms. Jeanne Nicole Grageda** or **Ms. Joloren A. Luya** of BHROD-SED through landline number (02) 8633-5397 or via email at **bhrod.sed@deped.gov.ph**.

For your information and guidance.

Copy furnished:

Office of the Secretary
Office of the Undersecretary for Field Operations



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Annex A: Workshop Schedule, Participants, Reminders

Please be guided by the following information:

Workshop Schedule		
Day 1	Day 2	DAY 3
12 noon onwards:	Program starts: 7:30 AM	Program starts: 8 AM
Arrival Registration/ Distribution of Kits/ Program proper/ Check-in	Program ends: 5 PM	Program ends: 11:30 am
		Check-out time: 12nn

1. On Day 1, lunch will be the first meal served and will be available at 12:00 noon. Check-in details will be announced by the organizers during the program proper.
2. **Participants are expected to arrive on Day 1 to ensure full attendance and seamless participation in Day 2 activities.** This will facilitate proper coordination and timely start of all scheduled sessions.
3. To help ensure adequate space and smooth arrangements at the venue on Day 1, participants are requested to bring only essential luggage for the duration of the workshop and to refrain from bringing oversized items.
4. **Participants are likewise advised to ensure that they are in good health and fit to attend prior to and throughout the duration of the workshop.** They are also encouraged to bring any necessary medications for personal use.
5. As the workshop activities will involve internet access and hands-on computer work, **all participants are required to bring their own laptops and extension cords.** While internet connectivity will be provided at the venue, participants are likewise encouraged to bring pocket Wi-Fi devices and ensure access to mobile data as backup in case of connectivity issues.
6. Only **two (2) participants from each RO and SDO** are required to attend the workshop:

Expected Participants	
Each Regional Office (RO)	• One (1) FTAD Chief • One (1) FTAD SGC Focal person
Each Schools Division Office (SDO)	• One (1) SGOD Chief • One (1) SGOD SGC Focal person

Regions and Schools Division Office			
Batch No.	RO and SDOs	Date	Venue
5	CARAGA & 12 SDOs	July 22-24, 2026	DepEd Ecotech, Cebu
	Region V & 13 SDOs		
6	Region III & 21 SDOs	July 29-31, 2026	Within NCR
	NCR & 16 SDOs		
7	CALABARZON & 25 SDOs	August 5-7, 2026	Within NCR
8	Region I & 14 SDOs	August 12-14, 2026	DepEd Ecotech, Cebu
	Region VI & 8 SDOs		

7. All concerned are requested to strictly follow the prescribed number of participants to ensure smooth coordination and effective session management, as well as to maintain the conduciveness of the venue.

Annex B: Indicative Program of Activities

Technical Assistance Workshop on SGC Tool

Day	Duration (minutes)	Activity/Topic
Day 1		
12:00 noon onwards		• Arrival • Lunch • Registration • Distribution of Kits • Preliminaries (Objective and Context, Background, pretest) • Presentation of the Updated Current Number of Functional SGCs at the Secondary Level • Check-in
Day 2		
7:00-8:00	30	[cont.] Registration
8:00-8:30	30	Preliminaries
8:30-9:00	30	Recap
9:00-9:15	15	User Guide Vol
9:15-9:45	30	SGC Tool: Step 1, 2 and 3
9:45-10:15	30	Practice Exercise
10:15-10:25	10	Break
10:25-10:55	30	SGC Tool Step 4
10:55-11:25	30	Practice Demo
1:00-1:15	15	Preliminaries
1:15-1:45	30	User Guide Vol 2
1:45-2:15	30	MOV Errors
2:15-2:55	40	SDO Validation Sheet SDO Monitoring Sheet
2:55-3:25	30	Practice Exercise
3:25-3:35	10	Break
3:35-4:05	30	Updating the MOVs
4:05-4:25	30	Practice Demo
Day 3		
8:00-8:15	15	Preliminaries
8:15-8:55	40	RO Monitoring Sheet

RO Multiple Submission Deletion Log

8:55-9:25	30	Practice Demo
9:25-10:25	60	Next steps, Presentation of Program Design for Clustered Workshop
10:25-11:25	60	Awarding



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BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

OFFICE OF THE DIRECTOR

ADVISORY

July 15, 2026

This is in reference to DM-OUHROD-2026-2252, titled **Technical Assistance Workshop on the SGC Tool (Batches 5-8)**.

All concerned participants of **Batch 7 (Region IV-A)**, scheduled on **August 5-7, 2026**, are hereby informed that the workshop will be held at **Greensun Hotel and Events, Makati City, Metro Manila**.

Participants are requested to confirm their attendance by accomplishing the online confirmation form through the following link: **tinyurl.com/2026ROSDOWORKSHOP**.

For other concerns or inquiries, you may contact **Ms. Jeanne Nicole Grageda** or **Ms. Joloren A. Luya** of the **Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHROD-SED)** through the landline number (02) 8633-5397 or via email at **bhrod.sed@deped.gov.ph**.

For your information and guidance.

Thank you.



DEXTER N. PANTE

Project Development Officer V
Officer-in-Charge, Office of the Director III
Bureau of Human Resource and Organizational Development



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