



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2023- 439

To : Assistant Schools Division Superintendent
SGOD & CID Chiefs
Public Schools District Supervisors
SGOD-EPS, Division SBM Coordinator
SGC Composite Team
Elementary and Secondary School Heads
All others concerned

Subject : **REINFORCING THE IMPLEMENTATION OF DEPED ORDER 26, S. 2022, RE: IMPLEMENTING GUIDELINES ON THE ESTABLISHMENT OF SCHOOL GOVERNANCE COUNCIL (SGC)**

Date : September 19, 2023

This Office would like to reinforce the implementation of DepEd Order 26, s. 2022, re: Implementing Guidelines on the Establishment of School Governance Council (SGC) in all 47 schools, as emphasized during the Capacity Building on School Governance Council and SGC Functionality Tool on May 31, 2023.

The SGC Composite Team and the Division SBM Coordinator, in coordination with the Public Schools District Supervisors, shall monitor and provide technical assistance in the implementation of this Order. Enclosed is the schedule of the said activity.

Moreover, schools are requested to submit a resolution proclaiming the officers-elect on or before October 6, 2023. Such resolution must be signed by the School Head and must be posted in transparency board and other strategic areas within the school vicinity. Attached is a sample resolution for your ready reference.

SGC infographics from the Bureau of Human Resource and Organizational Development (BHROD) are also attached for your information.

For information and compliance.

For and in the absence of the
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
22-106764
DATE: SEP 21 2023
TIME: 9:00 am

PETER JASON SENARILLOS
Senior Education Program Specialist
Officer-In-Charge

Enclosed: As stated.
SGOD/cab



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

**SCHEDULE OF MONITORING
AND PROVISION OF TECHNICAL ASSISTANCE TO SCHOOLS
IN THE IMPLEMENTATION OF SCHOOL GOVERNANCE COUNCIL**

District	Date
Secondary Schools	September 25-29, 2023
Digos South	October 2-6, 2023
Digos Oriental	October 9-13, 2023
Digos Occidental	October 16-20, 2023
Mt. Apo	October 23-27, 2023



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

**EXCERPT FROM THE MINUTES OF THE ELECTION OF OFFICERS OF
_____ ELEMENTARY SCHOOL- SCHOOL GOVERNANCE COUNCIL
HELD ON _____ AT THE PRINCIPAL'S OFFICE**

Present:

1. _____
2. _____
3. _____

**A RESOLUTION PROCLAIMING THE OFFICERS-ELECT OF _____
ELEMENTARY SCHOOL- SCHOOL GOVERNANCE COUNCIL**

WHEREAS, based on the votes casted by the SGC Voting Members, the following are the elected officers of _____ Elementary School- School Governance Council:

Elected Co-chairperson: _____
Secretary: _____

WHEREAS, as stipulated in DepEd Order No. 26, s. 2022, the SGC officers and members shall serve for three (3) years effective _____, 2023 until _____, 2026.

NOW THEREFORE, by virtue of the result of the SGC Election, be it resolved to proclaim the elected SGC officers stated above this _____ day of _____, 2023.

RESOLVED FURTHER that copies of this resolution be furnished to the Schools Division Office- School Governance and Operations Division (SDO-SGOD), school head, SGC and must be circulated and posted on the transparency board and other public areas within the school vicinity.

APPROVED this _____ day of _____, 2023 at _____ Elementary School.

Approved:

School Head

SGC

at a Glance



CHAPTER 1

INVITE • INVOLVE • INFLUENCE

Hello there! It's nice to see you here.
Are you ready to get to know about DepEd's
Policy on School Governance Council (SGC)?
If yes, let me assist you!



Reference: DO 26, s.2022
Implementing Guidelines on the Establishment of
School Governance Council (SGC)

Department of Education, PH

DepEdBHRGO

SGC
at a Glance

SGC BY CUBAPRIMO - MAY 2023

WHAT IS SGC?

DepEd Order No. 26, s. 2022 provides the implementing guidelines on the establishment of School Governance Council (SGC). The SGC embodies:



**CONSULTATION &
COORDINATION
OF SCHOOL
STAKEHOLDERS**



**SYNERGY OF
WORKS &
EFFORTS**



**SHARED
GOVERNANCE**

FAQ

WHO SHALL OBSERVE THE SGC GUIDELINES?

1. The public schools:
 - One (1) SGC for every school
For schools with more than one Curricular Offering, such as integrated school (K - 12), ES with JHS (K - 10), and JHS with SHS, only one (1) SGC shall be organized.
2. All school organizations as far as membership in the SGC is concerned.



WHAT IS OUR GOAL?

Through the SGC, we can provide opportunities to **invite, involve, and influence school stakeholders** to partake in making schools more effective.



INVITE

The SGC **invites stakeholders** from different backgrounds and sectors to participate in the school's governance. It promotes partnerships and collaboration, which **expands the existing network of schools**.



INVOLVE

The SGC **facilitates stakeholders' involvement**. It involves stakeholders in discussing the schools' concerns, projects and activities, which **democratizes decision-making** that creates an effective school environment.



INFLUENCE

The SGC's **influence is far-reaching**. It enhances the stakeholders' awareness of their significant role in school governance and **harnesses all possible opportunities** to achieve the attainment of quality basic education.

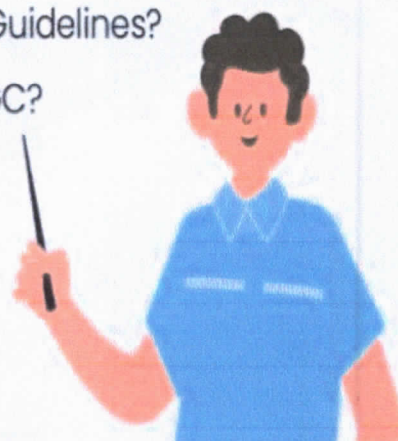
MEMORY CHECK!

Comment your answers to the following questions:



1. What is the DepEd Order that provides the implementing guidelines on the establishment of SGC and the structure, composition, membership, roles, and responsibilities of SGC members, among others?
2. Who shall observe the SGC Guidelines?
3. What are the goals of the SGC?

Good job! We now have an idea about the School Governance Council and its goals. Excited to learn more? Join me again in our next chapter! See you!



Scan the QR code or visit the link to access the information materials on the SGC Policy.



bit.ly/SGC-FAQs

UP NEXT

ON OUR NEXT CHAPTER: INVITE

We will learn more about the first goal of SGC: **Invite**. We will also familiarize ourselves with the following key points in organizing our SGC.

- ✓ Internal and External Stakeholders
- ✓ SGC Structure, Composition, & Roles
- ✓ Election Process



SGC

at a Glance

CHAPTER 2: INVITE

ORGANIZING OUR SGC

We have already been introduced to the purpose and goals of SGC. This time, we will understand SGC better as we explore its structure, composition, and members' roles and responsibilities, which are relevant to our SGC goal, "Invite".



Reference: DO 28, s.2022
 Implementing Guidelines on the Establishment of School Governance Council (SGC)

DepartmentOfEducation.PH DepEdBHRD

SGC INFOGRAPHICS • MAY 2023

SGC
 at a Glance

COMPOSITION OF SGC

The SGC invites school stakeholders to engage, participate, and provide technical input and suggestions based on the school's concerns, projects and activities.

INTERNAL & EXTERNAL STAKEHOLDERS

Internal stakeholders

refer to individuals who are directly and immediately involved in or affected by the daily educational operations of the school. These are the representatives from:

- ✓ student government;
- ✓ faculty club or its equivalent; and
- ✓ other school organizations / committees / associations

External stakeholders

refer to the individuals or organizations who are not directly involved in or affected by the daily educational operations of the school but have strong interest in supporting the school. External stakeholders include:

- ✓ parent leaders / officers of the PTA;
- ✓ reputable community members; and
- ✓ representatives of community organizations duly recognized by government authorities



FORMING THE SGC

It is essential to know who we can invite to be part of the council. It is equally important to **understand the process of forming the SGC.**



1. IDENTIFICATION

OF FOUR (4)
EX-OFFICIO MEMBERS

The School Head **identifies** the 4 ex-officio members of SGC.



2. SELECTION

OF COUNCIL
MEMBERS
(7 – 15 voting members)

The **4 ex-officio members** determine, deliberate, and select the members who will complete the Council (from 7 to 15 voting members, including the 4 ex-officio members).



3. ELECTION

OF SGC
OFFICERS

Once the 7 – 15 voting members are selected, the **SGC elects its officers**. The officers and council members must follow SGC Structure in the policy.



4. INCLUSION

OF ADDITIONAL
COUNCIL MEMBERS

When deemed necessary, the inclusion of **additional members or non-voting members may be allowed** and is decided upon by the SGC collectively.

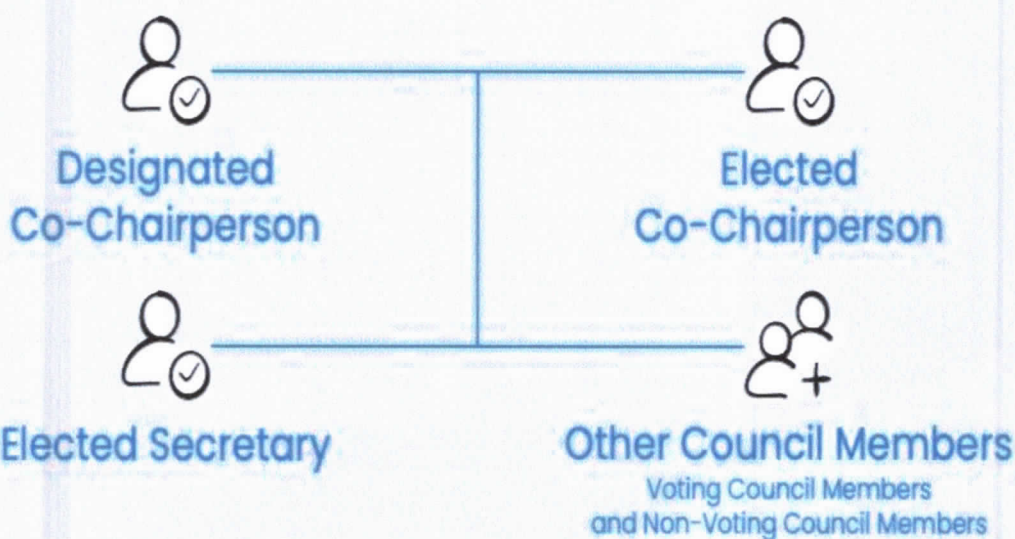
FAQ

WHO ARE THE FOUR (4) EX-OFFICIO MEMBERS?

Our ex-officio members shall be composed of internal and external school stakeholders, such as the Designated Co-Chairperson and representatives from the student government, PTA, and faculty club or its equivalent.



SGC STRUCTURE



The **Designated Co-Chairperson** shall be a school representative chosen by the School Head, while the **Elected Co-Chairperson and Secretary** shall be elected from its voting council members.

- The SGC Structure is composed of the Designated Co-Chairperson, Elected Co-Chairperson, Secretary, and Other Council Members (Voting and Non-Voting).
- There are **7 - 15 Voting Council Members** which include the 3 SGC Officers.
- Aside from the Designated Co-Chairperson, the **ex-officio members are not necessarily the SGC Officers**. The SGC Officers are identified through an election.



It must be stressed that the **School Head (SH) is not a member of SGC.**

As such, the SH is not directly involved in the operations of SGC. However, the council must inform the SH of its directions, decisions, and initiatives; while the SH ensures that these are aligned with and responsive to the school's needs, priorities, and context.

ROLES & RESPONSIBILITIES

Any person composing the SGC, regardless of position, must first understand **the roles and responsibilities** of a council member.



ALL SGC MEMBERS

VOTING MEMBERS AND NON-VOTING MEMBERS

All SGC members participate in, promote, and support SGC activities while facilitating the engagement and linkages of other stakeholders to respond to the raised concerns and needs of learners.



SGC OFFICERS

DESIGNATED AND ELECTED CO-CHAIRPERSONS

The Co-Chairpersons lead and ensure that all decisions, directions, and initiatives of the council are aligned and responsive to the schools needs, priorities and context.

ELECTED SECRETARY

The Secretary facilitates the administrative tasks and data management of the council.

FAQ

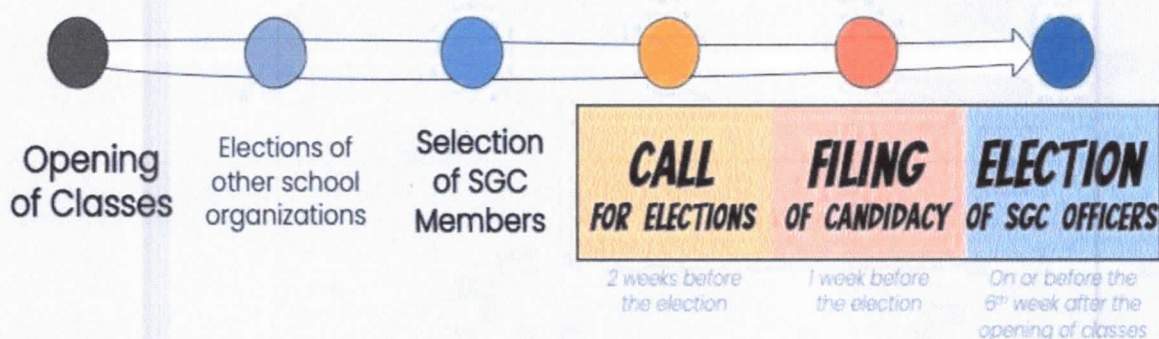
CAN THE SCHOOL HEAD BECOME AN SGC OFFICER?

While the School Head (SH) has specific roles and responsibilities that may affect the SGC, he or she **cannot become a member of the council nor can he or she hold an office as an SGC officer** (e.g., Chairperson or CEO). The SH is responsible for ensuring that the decisions of the council are aligned with the school's needs, while the Designated and Elected Co-Chairpersons co-lead the Council.



SGC ELECTION

The SGC Election follows a **strict timeline**. It helps keep track of the proper sequence of election activities and avoids conflict with the schedules of school programs and activities.



ELECTION PROCEDURES

1. The School Head **CALLS FOR THE ELECTION** of SGC officers two (2) weeks prior to the conduct of election.
2. Interested SGC members **FILE THEIR CANDIDACY** one (1) week before the election. The last day of filing is three (3) days prior to the election.
3. The **ELECTION OF SGC OFFICERS** happens on or before the 6th week after the opening of classes.
4. Through **SECRET VOTING**, only the voting SGC members can elect the candidates.
5. The **School Head** chairs the election and **leads the CANVASSING OF VOTES**.
6. The **PROCLAMATION OF OFFICERS-ELECTS** happens on the **same day of the election**.

KEY POINTS TO REMEMBER

- All announcements related to the election must be posted on the **transparency board** and in public areas within the school vicinity.
- The **School Head** may determine the appropriate proceedings for the conduct of elections.
- All **candidates** for the elected positions must come from the voting council members.
- The **candidates for the Elected Co-Chairperson** position must be external stakeholders.
- In **Indigenous Peoples communities**, election processes must be culturally sensitive and responsive to indigenous customary processes or practices that the community representatives may wish to observe.

SGC ELECTION



FAQs

HOW MANY CANDIDATES ARE SGC VOTING MEMBERS ALLOWED TO VOTE?

The voting SGC members shall **only vote one (1) candidate for each position.**

WHEN IS THE CANVASSING OF VOTES?

Canvassing of votes and proclamation of elected officials shall be done within the **same day of the election.**

WHO LEADS THE ELECTION & CANVASSING OF VOTES?

The election shall be done through secret voting wherein the **School Head** shall **chair the election** and shall **lead the canvassing** of votes.

HOW DO WE CANVASS THE VOTES?

Votes will be counted in front of all SGC members. The candidate who garnered the highest number of votes for the position shall be declared the officer elect. **In case of a tie**, the officer-elect will be determined through a toss coin or draw lots.

WHAT HAPPENS AFTER THE ELECTION OF SGC OFFICERS?

Following the Election of SGC Officers, **a resolution proclaiming the officers-elect**, signed by the School Head, shall be **submitted to the School Division Office**. The submitted resolution shall be final and executory and shall not be subject to election protest. Additionally, it shall be circulated and posted on the transparency board and other public areas within the school vicinity.

MEMORY CHECK!

Comment your answers to the following questions:



1. Which stakeholders include representatives from student government, faculty club or its equivalent, and other school organizations/ committees/ associations?
2. Which SGC Officer facilitates the admin tasks and data management of the council?
3. Who determines the appropriate proceedings for the conduct of elections?

*Wow! We have already finished Chapter 2.
 Now we know who to invite to be part of our SGC,
 how to conduct our SGC election, and the roles and
 responsibilities of our SGC Officers and members.
 Do you want to learn how our SGC operates?
 Join me again in our next chapter. See you!*



Scan the QR code or visit the link to access the information materials on the SGC Policy.



bit.ly/SGC-FAQs

UP NEXT

ON OUR NEXT CHAPTER: INVOLVE

We will explore how our SGC works, particularly the second SGC goal: Involve. We shall encounter the following key points:

- ✓ The 2 Main SGC Functions
- ✓ Structure for Shared Governance
- ✓ Operations and Coordination

