



Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

12 May 2026

DIVISION MEMORANDUM

No. 450 s. 2026

**SUBMISSION OF SCHOOL GOVERNANCE COUNCIL (SGC) FUNCTIONALITY
MOV's for SY 2025-2026**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor – SGOD and CID
All Public Schools District Supervisor & District In-charge
All Elementary and Secondary Public-School Heads and Principals
This Division

1. Pursuant to **DepEd Order No. 026, s.2022**, titled **Implementing Guidelines on the Establishment of School Governance Council (SGC)**, this Office directs all the Secondary School Heads to submit a hard copy of their Means of Verification (MOV's), following the prescribed sequence with proper tabbing (refer to the enclosure) on or before **May 15, 2026**.

2. In relation to this, all Elementary School Heads are enjoined to prepare and submit their SGC Functionality MOV's on or before **May 28, 2026**.

3. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, sexual orientation, disability, religion and ethnicity.

4. Immediate dissemination and compliance to this memorandum is required.

ROY ANGELO E. GAZO
Schools Division Superintendent

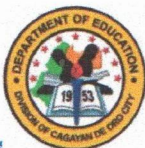
Encl: As indicated

Reference: None

To be indicated in the Perpetual Index under the following subjects:

2026 SCHOOL GOVERNANCE COUNCIL

DM-016-SGOD-SMME-APAR



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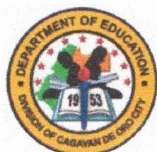
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SGC FUNCTIONALITY ASSESSMENT MOVs CHECKLIST

Functionality Indicators	SGC MOVs	Validated (I)	Accepted Yes/No
F1	a Notice of Meeting		
	b Certificate of Membership/Induction Certificates (7 to 15 voting members) or		
	b SGC Resolution on the Official List of Voting Members (7-10)		
	c Operative Organizational Chart		
F2	a Minutes of Meeting with SPT on SIP/AIP (at least 1 meeting)		
	a SGC's Quarterly Progress Report		
	b SGC resolution on passing recommendations to the SH regarding concerns, policies, programs and interventions raised by stakeholders		
	c Minutes of Meeting on upholding the rights of the child with CPU, CPC or other similar Deped organization		
F3	a SGC Resolution on applicable recommendation, signed by all voting members		
	b Minutes of meeting mentioning the agenda which include PAPs aligned in SIP and AIP		
	c Minutes of meetings specifying quorum (50 + 1)		
	d Minutes of meeting (at least 1 out of 4 regular meetings)		
F4	a Minutes of Meeting with stakeholders on PAPs (at least 1 meeting)		
	b Any document reporting the discussion for the meeting attended -school organization		
	c Minutes of meeting the SGC has met and discussed with school stakeholders its role as oversight on school planning and resource use.		
F5	a Copy of the communication/transmittal letter to the SH reflecting the direction of SGC		
F6	a Minutes of meeting with stakeholders on stakeholders -initiated programs and activities		
	a Concept note/ Project brief		
	b Report on assessment /monitoring and evaluation of stakeholder-initiated program or activity		
	c SGC resolution on the referral of the identified potential partner		
F7	a SGC resolution recommending the SIP to LSB		
	a or any document recommending policy/program to the LSB based on the SIP		
F8	a SGC resolution on involving various sectors ensuring inclusive representation of stakeholders in the council		
FM9	a SGC report on the issues/concerns raised during school activities/events		
FM10	a Documentation of the organized/conducted program		
	a Minutes of Meeting where issues/concerns are discussed		
FM11	a SGC resolution on access to information (school data & information)		
	a SGC Action Plan on promoting access of information		
	b SGC resolution on the use of approved alternative communication platform		
FM12	a SGC resolution on the recommendation on ways of improving quality of SIP, AIP and other PAPs		



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