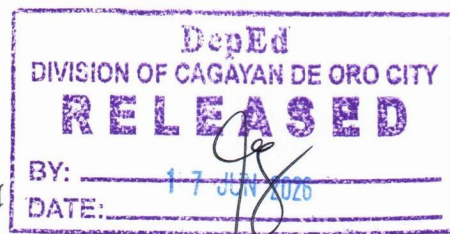




Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

17 June 2026

DIVISION MEMORANDUM

No. 559 s. 2026

**CONDUCT OF TECHNICAL ASSISTANCE WORKSHOP
ON SCHOOL GOVERNANCE COUNCIL (SGC) TOOL (BATCH 1-4)**

TO: ROSALIO R. VITORILLO-SGOD Chief
AMOR A. RADAZA-EPS-II
All Others Concerned
This Division

1. Relative to **Regional Memorandum No. 465, s. 2026** dated May 14, 2026, titled **Conduct of Technical Assistance Workshop on School Governance Council (SGC) Tool (Batch 1-4)**, you are directed to participate in the activity within the National Capital Region (NCR), on **July 8-10, 2026, NEAP RELC, Marikina City**.
2. The SGOD Chief and the SGOD SGC Focal are required to attend the workshop.
3. Travel expenses of the participants shall be charged to local funds. For board & lodging and meal arrangement, kindly see attached Memorandum DM-OUHRODI-2026 for further details.
4. 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.
5. Immediate dissemination and compliance to this memorandum is required.

ROY ANGELO E. GAZO

Schools Division Superintendent

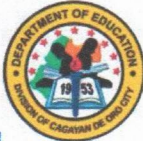
Encl: As indicated

Reference: None

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

2026 SCHOOL GOVERNANCE COUNCIL

DM-022-SGOD-SMME-APAR



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City

Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142

Email Address: cagayandeoro.city@deped.gov.ph

Website: <https://depedcdo.net/>

Doc. Ref. Code	SDO-OSDS-F004	Rev	00
Effectivity	11.03.25	Page	1 of 10



Republic of the Philippines
Department of Education

BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

OFFICE OF THE DIRECTOR

ADVISORY

June 10, 2026

This is in reference to **DM-OUHROD-2026-1662**, or the *Technical Assistance Workshop on the SGC Tool (Batch 1-4)*.

In view of the recent earthquake that affected parts of Mindanao, the conduct of the workshop for Batch 1, originally scheduled on **July 15-17, 2026 at NEAP-RXII, with the Regional Offices and Schools Division Offices of Regions VIII and XII** as participants, shall be postponed until further notice. The details regarding the new schedule and venue shall be communicated once finalized.

Moreover, please be guided by the following information relevant to the venues for Batches 2 and 4:

Batch No.	Participants Regional Office and SDOs	Date	Venue
2	Region II and 9 SDOs	June 24-26, 2026	Green Sun Hotel & Events Chino Roces Ave, Makati City
	NIR and 22 SDOs		
4	Region XI and 11 SDOs	July 8-10, 2026	NEAP RELC, Marikina City
	Region X and 14 SDOs		
	Region IV-B and 7 SDOs		

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.

DEXTER N. PANTE

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



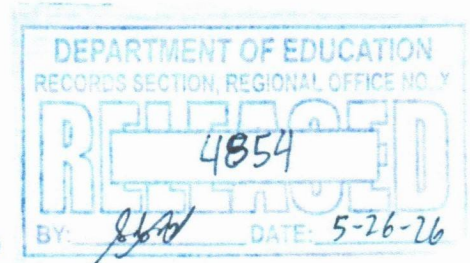
Room 409, Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone No.: (+632) 86337237
Email Address: bhrod.od@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	PAWM-F-026	Rev	00
Effectivity	09.20.21	Page	1 of 1





Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



May 14, 2026

REGIONAL MEMORANDUM
No. 465, s. 2026

CONDUCT OF TECHNICAL ASSISTANCE WORKSHOP
ON SGC TOOL (BATCH 1-4)

To: Schools Division Superintendents
All Others Concerned

- Regarding **DepEd Memorandum DM-OUHRODI-2026-2026-1662** from the Office of the Undersecretary for Human Resource and Organizational Development and Infrastructure, titled **Conduct of Technical Assistance Workshop on SGC Tool (Batch 1-4)**, this Office directs the Schools Division Offices (SDOs) to send their SGOD Chief and SGC Focal Person (refer to Annex A – expected participants and Attachment 2 for the list of the SDO and RO Participants) to participate in the activity within the National Capital Region (NCR), on **July 8-10, inclusive of travel time**; the specific venue will be communicated through a separate issuance.
- The activity aims to capacitate the participants on the proper utilization of the tool and strengthen their roles and competencies in monitoring the status and contexts of School Governing Councils (SGCs) to ensure effective implementation.
- To further strengthen the implementation of the SGC program, the Bureau of Human Resource and Organizational Development–School Effectiveness Division (BHROD-SED) shall roll out the SGC Functionality Assessment Tool for public elementary schools this year.
- Attached are the following references for details:
 - DM-OUHRODI-2026-1662
 - List of Participants (Region X)
- The participants shall confirm their attendance on or before June 15, Monday, through this link: <https://tinyurl.com/2026ROSDOWORKSHOP>.
- This Office directs the immediate and wide dissemination of this Memorandum.

Digitally signed by
Legaspi Ruth Fuentes
Date: 2026.05.19
18:03:50+08'00'
DR. RUTH L. FUENTES, CESO III
Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subjects:

TRAINING PROGRAMS SGC

FTAD/lita



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No: (088) 881-3137
Email Address: region10@depd.gov.ph
Website: r10.depde.gov.ph

Doc. Ref. Code	RO-ORD-F013	Rev	01
Effectivity	01.22.24	Page	1 of 7



**CONDUCT OF TECHNICAL ASSISTANCE WORKSHOP
ON SGC TOOL (BATCH 1-4)
(July 8-10, 2026)**

LIST OF PARTICIPANTS

I. SCHOOLS DIVISION OFFICES (SDOs)

#	SCHOOLS DIVISION OFFICE (SDO)	NAME	DESIGNATION
1.	Bukidnon	1.Nancy B. Panistante 2.Gladys Jean Quijada	SGOD Chief SGC/SBM Coordinator
2.	Cagayan de Oro City	1.Rosalio R. Vitorillo 2.Amor A. Radaza	SGOD Chief SGC Focal Person
3.	Camiguin	1.Lailanie E. Lopena 2.Analine B. Banaag	SGOD Chief SGC/SBM Coordinator
4.	El Salvador City	1.Rolly L. Labis 2. Maricris P. Quismundo	SGOD Chief SGC/SBM Coordinator
5.	Gingoog City	1.Joy C. Mangubat 2.Roselle O. Bacasnot	SGOD Chief SGC/SBM Coordinator
6.	Iligan City	1.Roberto L. Dechos, Jr. 2. Anna Lyn F. Yosores	SGOD Chief SGC Focal Person
7.	Lanao del Norte	1.Ma. Carmela Ablin 2.Joandale M. Villajos	SGOD Chief SGC /SBM Coordinator
8.	Malaybalay City	1.Lorencio O. Capacio 2.Edelina Eborra	SGOD Chief SGC/SBM Coordinator
9.	Misamis Occidental	1.Maria Cheryl T. Samonte 2.Francis R. Manon-Og	SGOD Chief SGC /SBM Coordinator
10.	Misamis Oriental	1.Teresita M. Absin 2.Danny A. Asio	SGOD Chief SGC /SBM Coordinator
11.	Oroquieta City	1.Perlinita L. Gloduve 2.Aileen A. Zaballero	SGOD Chief SGC /SBM Coordinator
12.	Ozamiz City	1.Emelda Pongase 2.Anthony P. Marollano	SGOD Chief SGC /SBM Coordinator
13.	Tangub City	1.Lorna C. Peñonal 2.Bride Joy M. Candano	SGOD Chief SGC /SBM Coordinator
14.	Valencia City	1.Ardian V. Saculungan 2. Philip T. Perez	SGOD Chief SGC /SBM Coordinator

II. REGIONAL OFFICE (RO)

#	RO FUNCTIONAL OFFICE	NAME	DESIGNATION
1.	FTAD	1.Edith L. Ortega 2.Lita F. Base	SGOD Chief SGC/SBM Coordinator



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

MEMORANDUM

DM-OUHRODI-2026- 1662

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENT

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

SUBJECT : **CONDUCT OF TECHNICAL ASSISTANCE WORKSHOP ON SGC
TOOL (Batch 1-4)**

DATE : 04 May 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 will be conducted from June to August 2026, with representatives from 17 Regional Office - Field Technical Assistance Division (FTAD) and 222 Schools Division Office- School Governance Operation Division.** The activity aims to capacitate participants on the proper use of the tool and

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

For more details about the activity, the attachment below is 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-01655
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 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 June 15, 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

Annex A: Workshop Schedule, Participants, Reminders

Please be guided by the following information:

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

- 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.
- Participants are requested 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.
- To ensure adequate space at the venue on Day 1, participants are requested to bring only essential luggage for the duration of the workshop and to **avoid bringing oversized items.**
- Participants are 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 their personal use.
- The activities will require internet access and hands-on computer use; thus, **all participants are required to bring their own laptops and extension cords.** While the venue will provide internet connectivity, participants are advised to bring pocket Wi-Fi devices and secure mobile data in case of internet connectivity issues.
- Only **two (2) participants from each RO and SDO** are required to attend the workshop:

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

Participating Regions and Schools Division Office			
Batch No.	Regional Office and SDOs	Date	Venue
1	R12 & 8 SDOs	June 17-19, 2026	NEAP Gensan
	R8 & 13 SDOs		
2	R2 & 9 SDOs	June 24-26, 2026	Within NCR
	NIR & 22 SDOs		
3	CAR & 8 SDOs	July 1-3, 2026	Ecotech, Cebu
	R7 & 12 SDOs		
	R9 & 9 SDOs		
4	R11 & 11 SDOs	July 8-10, 2026	Within NCR
	R10 & 14 SDOs		
	R4B & 7 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	Dur	Activity/Topic
Day 1		
12:00 noon		Arrival, Registration, Distribution of Kits, Preliminaries (Objective and Context, Background, pretest), 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



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

NAME	ROSALIO R. VITORILLO & AMOR A. RADAZA
Position/Designation	SGOD CHIEF& EPS-II
Permanent Station	SGOD
Purpose of Travel (must be supported by attachments)	Conduct of RO and SDO Technical Assistance Workshop on SGC (Batch4)
Host of the Activity	CO
Inclusive Dates	July 8-10, 2026
Destination	NEAP RELC, Marikina City
Fund Source	

I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.

ROSALIO R. VITORILLO
Name and Signature of Requesting Employee

6-16-2026
Date

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.

AUDIE S. BORRES
Name and Signature of Recommending Authority

6-16-2026
Date

APPROVED:

ROY ANGELO E. GAZO
Name and Signature of Approving Authority

6-16-2026
Date