



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-0350

To : Assistant Schools Division Superintendent
 Chief, Curriculum Implementation Division
 Chief, Schools Governance and Operations Division
 All Public Elementary School Heads
 All Public Secondary School Heads
 All Concerned

Subject: **DISSEMINATION OF THE MEMORANDUM ON THE RELEASE OF
 SGC ADVOCACY MATERIAL: TO-DOCALENDAR**

Date : June 15, 2025

Attached is Regional Memorandum FTAD-2025-020 re: **DISSEMINATION
 OF THE MEMORANDUM ON THE RELEASE OF SGC ADVOCACY MATERIAL:
 TO-DO CALENDAR** dated July 11, 2025.

Anent this, all public elementary and secondary school heads and SGC
 Coordinators are enjoined to utilize the SGC Advocacy Material.

Other details and information are provided in the enclosures.

For your guidance and compliance.


JINKY B. FIRMAN PhD, CESO VI
 Schools Division Superintendent

RELEASED

JUL 16 2025

Enclosed.: As stated.
 SGOD/aba/jrm

RECORDS SECTION SDO PANABO CITY
 BY 



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 City Hall Compound, Km. 31, JP Laurel, Panabo City
 Tel. No. (084)8231469
 Email: panabocity.division@deped.gov.ph

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Republic of the Philippines
Department of Education
DAVAO REGION

July 11, 2025

REGIONAL MEMORANDUM
FTAD-2025-020

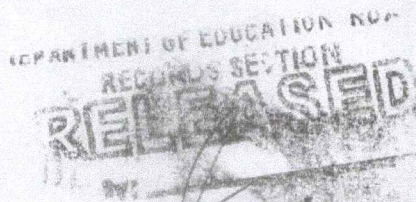
DISSEMINATION OF THE MEMORANDUM ON THE RELEASE
OF SGC ADVOCACY MATERIAL: TO-DO-CALENDAR

To: Schools Division Superintendents

1. In support of the continuous promotion and strengthening of School Governance Councils (SGCs) as a vital mechanism in school-based governance, this Office disseminates the attached Memorandum DM-OUHROD-2025-1774 on the Release of SGC Advocacy Material: To-Do Calendar.
2. The SGC To-Do Calendar serves as a practical guide to assist schools in effectively planning and executing their SGC-related activities aligned with key education governance timelines and policy thrusts. It is designed to reinforce stakeholder participation, ensure timely actions, and foster a shared accountability culture in school operations and development.
3. Schools Division Offices are enjoined to cascade the advocacy material to the public elementary and secondary schools to ensure its utilization by the respective SGCs.
4. Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROF3/app



July 14, 2025



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

10 JUL 2025

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MEMORANDUM
DM-OUHROD-2025-1774

TO : CONCERNED REGIONAL DIRECTORS
CONCERNED SCHOOLS DIVISION SUPERINTENDENTS

ATTN : FIELD TECHNICAL ASSISTANCE DIVISION
SCHOOL GOVERNANCE AND OPERATIONS DIVISION

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

SUBJECT : RELEASE OF SGC ADVOCACY MATERIAL: TO-DO CALENDAR

DATE : 30 June 2025

The School Governance Council (SGC) serves as a key mechanism in promoting shared governance under the framework of School-Based Management (SBM). It brings together key stakeholders to collaboratively plan, implement, and monitor school initiatives. Through consultative decision-making, the SGC strengthens the role of school stakeholders as partners in providing learners with accessible and quality education.

To strengthen the implementation of School Governing Councils (SGCs), the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) has developed the **SGC To-Do Calendar**. This tool is thoughtfully crafted to serve as a practical guide for building and sustaining a functional SGC. It helps councils stay organized, aligned with the school's goals, and focused on continuous school improvement.

The SGC To-Do Calendar is a personalized tool that SGCs may customize by setting up activities based on their preferred dates and specific tasks. While they have the flexibility to adjust, it is advisable to align the activities set for each quarter and prepare the necessary Means of Verification (MOV) to accurately document progress.

To access the SGC To-Do Calendar, it can be downloaded from the following links:

[1] For Schools with no existing SGC: tinyurl.com/SGCCalendar1

[2] For Schools with existing SGC: tinyurl.com/SGCCalendar2

For questions or clarifications, please contact BHROD-SED through phone at (02) 8633 - 5397 or email at bhrod.sed@deped.gov.ph.

For your guidance and appropriate action.

cc: Office of the Secretary, Department of Education



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