Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

September 4, 2026

DIVISION MEMORANDUM
No. 520, s. 2026

SCHOOL GOVERNANCE COUNCIL (SGC) FUNCTIONALITY ROLLOUT – ONLINE ORIENTATION FOR ELEMENTARY SCHOOLS

TO: Asst. Schools Division Superintendents
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
District and Cluster SBM Coordinators
All others concerned

1. To further strengthen School-Based Management (SBM) and ensure the effective functionality of School Governance Councils (SGCs), all Elementary School Heads, together with members of the Cluster Coordinating Teams tasked with SGC validation, are enjoined to attend the Virtual Orientation on School Governance Council (SGC) Functionality (Elementary) scheduled on **September 11, 2026**, at 8:30 a.m. via the following platform:

   https://tinyurl.com/SGCPampanga-Elem-Rollout

2. The orientation shall focus on SGC support mechanisms that enhance council operations. Key discussions include the SGC Functionality Assessment Tool, with clarifications on its administration, indicators, scoring procedures, and the importance of accurate assessment in evaluating SGC effectiveness.

3. The session shall further cover the SDO Validation Sheet and SDO Monitoring Sheet. These tools shall be presented to standardize documentation and reporting protocols across schools. School heads in the elementary shall be oriented on validation procedures, monitoring, and the consolidation of data for Division-level reporting.

4. Emphasis shall be placed on the updating of Means of Verification (MOVs). Guidance shall be provided on the submission, updating, and safekeeping of MOVs to ensure completeness, accuracy, and compliance with Division requirements.

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5. This meeting aims to harmonize practices, strengthen monitoring and evaluation mechanisms, and provide clear directions for sustaining effective SGC operations. Attendance of all concerned is required to ensure unified implementation and strengthened collaboration in support of SBM and SGC initiatives.

6. Immediate and wide dissemination of this Memorandum is enjoined.

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Schools Division Superintendent

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