

Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE

**Office of the Schools Division Superintendent**

**MEMORANDUM**  
SGOD-2025-086

TO: Asst. Schools Division Superintendent  
Chief Education Supervisor, CID/OIC-CES, SGOD  
Public Schools District Supervisors  
All Public Elementary and Secondary School Heads  
District SBM Coordinators  
All Others Concerned

FROM:   
**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

SUBJECT: **SGC ADVOCACY MATERIAL: TO-DO CALENDAR**

DATE: July 11, 2025

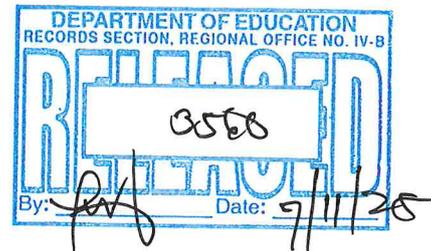
1. Please find attached Regional Memorandum FTAD-2025-001 from the Office of the Regional Director Dr. Nicolas T. Capulong, CESO III, titled **SGC Advocacy Material: To-Do Calendar**, dated July 11, 2025, for information, guidance, and reference of all concerned.
2. The School Governance Council (SGC) To-Do Calendar shall serve as a practical guide for building and sustaining functional SGC and will help the council 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 the progress.
3. To access the SGC To-Do Calendar, it can be downloaded from the following links:
  - a. For Schools with no existing SGC – [tinyurl.com/SGCCalendar1](https://tinyurl.com/SGCCalendar1)
  - b. For Schools with existing SGC - [tinyurl.com/SGCCalendar2](https://tinyurl.com/SGCCalendar2)
4. For questions and clarifications, please contact Dr. Fretzie P. Alcantara, SEPS-School Management, Monitoring & Evaluation / Division SBM Coordinator thru [fretzie.alcantara@deped.gov.ph](mailto:fretzie.alcantara@deped.gov.ph).
5. For guidance and strict compliance.



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Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION



Office of the Regional Director

**MEMORANDUM**  
**FTAD-2025-001**

**TO : SCHOOLS DIVISION SUPERINTENDENTS**  
**SCHOOL GOVERNANCE OPERATIONS DIVISION CHIEFS**  
**ALL OTHERS CONCERNED**

**FROM :** For:   
**NICOLAS T. CAPULONG, PhD, CESO III**  
Director IV  
Regional Director 

**SUBJECT : SGC ADVOCACY MATERIAL: TO-DO CALENDAR**

**DATE : JULY 11, 2025**

Attached is DM-OUHROD-2025 dated June 30, 2025, signed by Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, provides mandate for the utilization of the School Governance Council (SGC) To-Do Calendar to serve as practical guide for building and sustaining a functional SGC.

Relative to this the Schools Division Offices through the Division SBM Coordinator is requested to disseminate to the schools the herein Memorandum for inclusion to their SGC activities.

For information and guidance.



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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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

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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](https://tinyurl.com/SGCCalendar1)

[2] For Schools with existing SGC: [tinyurl.com/SGCCalendar2](https://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](mailto:bhrod.sed@deped.gov.ph).

For your guidance and appropriate action.

cc: Office of the Secretary, Department of Education



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

