



Republic of the Philippines

**Department of Education**

SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

**MEMORANDUM  
SGOD-2025-119**

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

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

SUBJECT: **DESIGNATION OF DISTRICT SCHOOL-BASED MANAGEMENT (SBM) /  
SCHOOL GOVERNANCE COUNCIL (SGC) COORDINATORS**

DATE: August 19, 2025

1. Pursuant to DepEd Order No. 007, s. 2024, titled **Policy Guidelines on the Implementation of the Revised School-Based Management (SBM) System** and DepEd Order No. 026, s. 2022, titled **Implementing Guidelines on the Establishment of School Governance Council (SGC)**, there is a need to strengthen district-level coordination in order to ensure proper implementation, monitoring, and evaluation of SBM and SGC initiatives across schools in the Schools Division of Marinduque. Thus, this Office, thru the Project QAMEsTAhan (**Q**uality **A**ssurance, **M**onitoring and **E**valuation, **T**echnical **A**ssistance) of School Governance and Operations Division – School Management, Monitoring and Evaluation Section, designates **District SBM and SGC Coordinators**. These coordinators shall serve as focal persons in providing technical assistance, facilitating, monitoring, and consolidating reports of SBM and SGC implementation at the district level.

2. The following personnel are hereby **designated as District Coordinators**:

District	District SBM/SGC Coordinators (ELEMENTARY)		
	Name	School	Position
Boac North	Ricardo M. Maaño	Don Luis Hidalgo MS	Principal II
Boac South	Maribel E. Orpalas	Bangbangalon ES	Principal II
Buenavista	Dezza G. Perlas	Buenavista CS	Principal II



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Gasan	Dr. Kathryn S. Asuncion	Gasan CS	Principal IV
Mogpog	Dr. Francis L. Pacia	Laon ES	Principal II
Santa Cruz East	Josephine L. Pastorfide	Tawiran ES	Principal II
Santa Cruz North	Analy Z. Monterozo	Lamesa ES	Principal I
Santa Cruz South	Ma. Cecilia R. Par	Gabaldon ES	Principal II
Torrijos	Edna M. Jalos	Torrijos CS	Principal II

District	District SBM/SGC Coordinators (SECONDARY)		
	Name	School	Position
Boac North	Clariza O. de Guzman	Marinduque NHS	Asst. Principal
Boac South	Dino S. Nepomuceno	Cawit NCHS	Principal II
Buenavista	Thelma M. Salvacion	Buenavista NHS	Principal II
Gasan	Dr. Jimmy M. Romasanta	Tiguion NHS	Principal I
Mogpog	Dr. Ma. Corazon A. Borja	Mogpog NCHS	Principal II
Santa Cruz East	Lourdes R. Balagwis	Tagum NHS	Principal I
Santa Cruz North	Emalyn R. Rodil	Kasily NHS	Principal I
Santa Cruz South	Maxima R. Marquez	Matalaba NHS	Principal II
Torrijos	Ederlyn C. Quezada	Malibago NHS	Principal I

3. The District School-Based Management (SBM)/ School Governance Council (SGC) Coordinators, together with the Division SBM/ SGC Coordinator, are responsible for providing leadership, guidance, and technical assistance in the implementation and monitoring of SBM practices and focuses on school management system and performance (plans, reports, assessments) along with the six dimensions of School-Based Management (SBM) across schools in the district. They are also responsible for strengthening the functionality of School Governance Councils, facilitating stakeholder participation, and consolidating district SGC reports.

4. The designated coordinators shall:

**School-Based Management (SBM)**

- a. assist schools in preparing SBM Action Plans, Monitoring and Evaluation Reports, and Accomplishment Reports;
- b. consolidate and submit district SBM reports to the Division SBM Coordinator;
- c. organize district SBM conferences and benchmarking activities;
- d. maintain updated SBM-related records;
- e. identify, document, and share SBM best practices;
- f. act as liaison between schools and Division Office on SBM matters; and
- g. perform additional tasks as may be assigned by the PSDS / SGOD Chief / Division SBM/SGC Coordinator.

**School Governance Council (SGC)**

- a. assist schools in conducting SGC elections, drafting resolutions, and organizing meetings;
- b. maintain updated records of SGC officers and members across schools in the district;
- c. provide technical assistance to strengthen governance practices and SGC functionality;
- d. consolidate SGC accomplishment reports and submit to SGOD;



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- e. act as liaison between schools and Division Office on SGC matters;
  - f. document good practices in participatory governance; and
  - g. perform additional tasks as may be assigned by the PSDS / SGOD Chief / Division SBM/SGC Coordinator.
5. This designation takes effect immediately and shall remain in force until further notice or unless revoked.
6. All concerned are enjoined to extend full support and cooperation to the designated coordinators for the effective discharge of their duties and responsibilities.
7. Should there be any questions or need further information, please contact Dr. Fretzie P. Alcantara, Senior Education Program Specialist – SMM&E/Division SBM Coordinator and/or Mrs. Maita M. Lazares, Education Program Supervisor/ OIC-CES, School Governance and Operations Division.
8. Immediate dissemination of and strict compliance with the contents of this Memorandum are highly desired.

/SGOD-SMM&E-FA



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