



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

Office of the Schools Division Superintendent

**MEMORANDUM**  
SGOD-2026-161

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Division SGC Composite Team  
School Heads, Public Elementary and Integrated School Heads  
All Others Concerned

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

SUBJECT: **ORIENTATION FOR ELEMENTARY SCHOOL HEADS ON THE ROLL-OUT OF SCHOOL GOVERNANCE COUNCIL FUNCTIONALITY ASSESSMENT TOOL (SGCFAT)**

DATE: August 4, 2026

1. In line with the mandate of DepEd Order No. 26, s. 2022 titled Implementing Guidelines on the Establishment of School Governance Council (SGC), this Office, through the Division SGC Composite Team, shall conduct an Orientation on the Roll-out of School Governance Council Functionality Assessment Tool (SGCFAT) among public elementary and integrated schools on the following dates and venues:

| Group/Batch                                                                                                            | Venue                                 | Date/Time                             |
|------------------------------------------------------------------------------------------------------------------------|---------------------------------------|---------------------------------------|
| Batch 1 (Boac North, Boac, South, Mogpog, Gasan, and Buenavista Districts) Elementary and Integrated Schools           | Don Luis Hidalgo Memorial School Hall | August 11, 2026<br>1:00 PM to 4:00 PM |
| Batch 2 (Santa Cruz North, Santa Cruz East, Santa Cruz South and Torrijos Districts) Elementary and Integrated Schools | SDO Marinduque Conference Hall        | August 13, 2026<br>1:00 PM to 4:00 PM |



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2. The orientation is designed to equip school heads with a comprehensive understanding of the SGCFAT framework, assessment process, and reporting requirements to ensure the effective implementation of the tool and to reinforce the role of School Governance Council in promoting collaborative leadership, accountability, and continuous improvement.
3. Participants in this activity are School Heads of Public Elementary and Integrated Schools. For those school heads who cannot participate on the said activity are requested to submit a letter indicating the reason for their absence and the name of their designated representative who must be a non-teaching personnel.
4. Participants are requested to bring the following:
  - a. SGC Functionality Assessment Tool User Guide (Volume 1);
  - b. SGC Functionality Assessment Tool;
  - c. Checklist of Means of Verification (MOVs) per indicator;
  - d. Own provision of snacks.
5. The printable version of the SGC Functionality Assessment Tool User Guide (Volume 1), SGCFAT and MOVs may be accessed through this link: <https://tinyurl.com/2026MarSGCMaterials>.
6. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

/SGOD-SMM&E-FA