



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

Department of Education  
Division of Marinduque  
**RECORDS SECTION**  
**RELEASED**  
002532  
Date: **MAR 28 2025**

**Office of the Schools Division Superintendent**

**MEMORANDUM**

SGOD-2025-038

TO: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
School Heads, Public Elementary and Secondary Schools  
All Others Concerned

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

SUBJECT: **RECONSTITUTION OF THE DIVISION COMPOSITE TEAM OF THE SCHOOL GOVERNANCE COUNCIL (SGC)**

DATE: March 28, 2025

1. With reference to DepEd Order No. 026, s. 2022 titled **Implementing Guidelines on the Establishment of the School Governance Council**, which mandates all public schools to establish their respective SGCs to strengthen the role of stakeholders as partners in providing learners accessible and quality education, upholding children's rights and promoting respect and well-being in the learning environment to ensure effective education service delivery, this Office announces the reconstitution of the Division Composite Team for the School Governance Council (SGC).
2. The Division Composite Team on School Governance Council shall be composed of the following:

Chairperson: **Mabel F. Musa, PhD**  
Asst. Schools Division Superintendent

Members: **Maita M. Lazares**  
Education Program Supervisor, SGOD

**Fretzie P. Alcantara, EdD**  
Senior Education Program Specialist/ Division SBM  
Coordinator/SGC Focal Person



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**Rey R. Raymundo**  
Education Program Specialist II – SMM&E

**Bernadith R. Lacerna**  
Senior Education Program Specialist- PRS

**Melanie M. Mendoza, DEM**  
Senior Education Program Specialist- SM&N

**Marisol O. Luarca**  
Planning Officer III

3. The Division SGC Composite Team shall be responsible for the following tasks:
- orient and conduct capacity-building activities for school heads and other personnel;
  - formulate implementation plans that align with the Regional Office's directives and national policies;
  - assist schools in addressing issues and concerns related to the conduct of the SGC election;
  - maintain a database of SGC officers for reference;
  - conduct situation assessments and needs analysis of schools in implementing the guidelines;
  - provide relevant, timely, and appropriate technical assistance to schools;
  - monitor the performance of SGCs in relation to the implementation of the council's programs, projects, and activities;
  - track and analyze the implementation of outcomes of Technical Assistance interventions;
  - facilitate the validation and verification of data submitted by the SGCs in the portal using the School Governance Council Functionality Assessment Tool (SGCFAT);
  - conduct field visit (if necessary) to validate and verify the accuracy of data submitted; and
  - generate and submit the SDO Summary of Validated Data of SGCFAT to the Regional Office.
4. For widest dissemination and information of all concerned.

/SGOD-SMM&E-FA



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