



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque
RECORDS SECTION
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Date: APR 04 2025 Time: _____

Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2025-040

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: **SUBMISSION OF SCHOOL GOVERNANCE COUNCIL (SGC) OFFICERS FOR SY 2022-2023 TO SY 2024-2025**

DATE: March 31, 2025

1. In reference and compliance with DepEd Order No. 26, s. 2022 otherwise known as the **Implementing Guidelines on the Establishment of School Governance Council (SGC)** which sets the standards and procedures of public elementary and secondary schools in establishing their SGC and prior to the end of tenure of all SGC Officers, all schools are required to submit the composition of School Governance Council (SGC) officers for SY 2022-2023 to SY 2024-2025 with designation following the SGC structure based on the aforementioned DepEd Order which shall be submitted on or before April 25, 2025.

2. The basic organizational structure of SGC is composed of the Designated Co-Chairperson, Elected Co-Chairperson, Secretary, and Council Members. The designated Co-Chairperson shall be a school representative chosen by the School Head, while the Elected Co-Chairperson shall be chosen from the external stakeholders within the Council thru voting.

3. All voting SGC members shall hold an office for a maximum of three (3) School Years. Accordingly, all SGC members (Designated Co-Chairperson, Elected Co-Chairperson, and Secretary) shall serve and assume their position for three School Years.



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>

4. Attached are the templates to be uploaded in PDF format thru the link <https://tinyurl.com/2025SGCCComposition> using the file name (Name of School_SGCCComposition Ex. AgotEs_SGCCComposition)
5. The School Governance and Operations Division thru the School Management, Monitoring, and Evaluation shall monitor and consolidate the reports on schools' organization of School Governance Council (SGC).
6. For clarifications and other queries, all concerned may contact Dr. Fretzie P. Alcantara, SEPS-School Management, Monitoring & Evaluation / Division SBM Coordinator through e-mail address fretzie.alcantara@deped.gov.ph
7. Immediate dissemination of and strict compliance with the contents of this Memorandum are highly desired.

/SGOD-SMM&E-FA



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(NAME OF SCHOOL) SCHOOL GOVERNANCE COUNCIL
OFFICIAL LIST OF MEMBERS

Full Name	Position	Organization <i>(SGC and Representing Organization)</i>
1.	SGC Elected Co-Chairperson	
2.	SGC Designated Co-Chairperson	
3.	SGC Secretary	
4.	SGC Voting Member	
5.	SGC Voting Member	
6.	SGC Voting Member	
7.	SGC Voting Member	
8.	SGC Voting Member	
9.	SGC Voting Member	
10.	SGC Voting Member	
11.	SGC Voting Member	
12.	SGC Voting Member	
13.	SGC Voting Member	
14.	SGC Voting Member	
15.	SGC Voting Member	
16.	SGC Non-Voting Member	
17.	SGC Non-Voting Member	



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18.	SGC Non-Voting Member	
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You may add rows if necessary.

Prepared by:

[insert full name & signature, SGC Secretary]

Approved by:

[insert full name & signature, SGC Elected Co-Chairperson]

[insert full name & signature, SGC Designated Co-Chairperson]

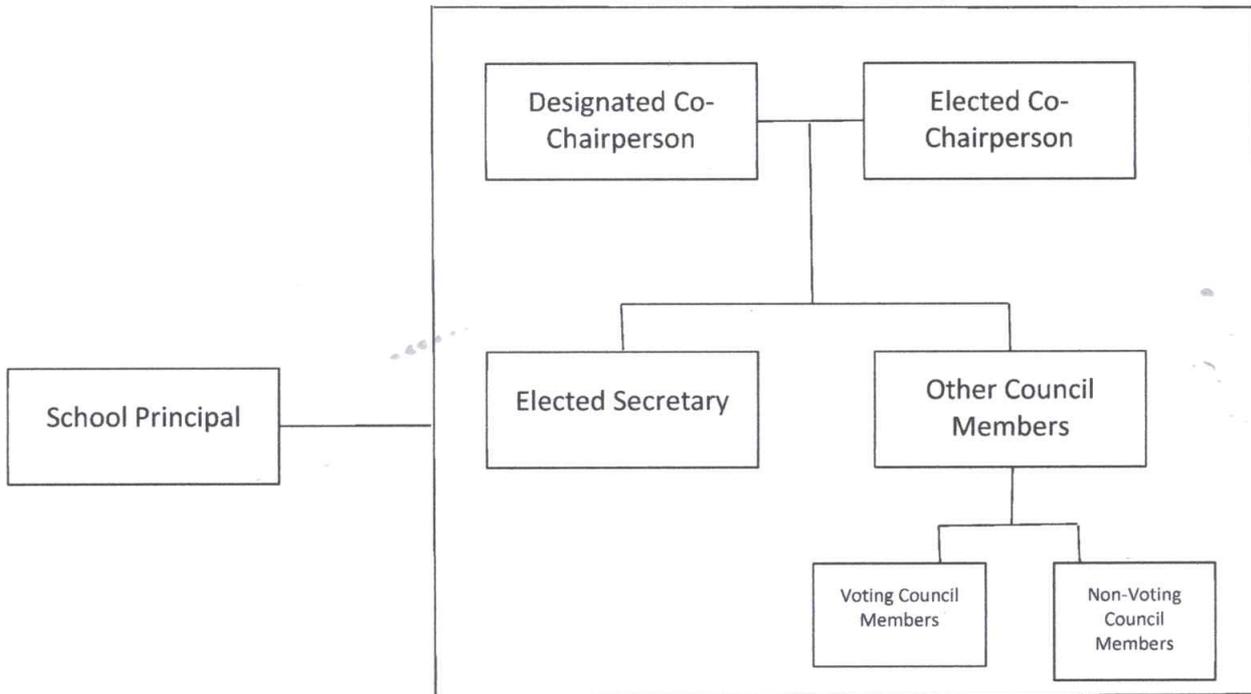


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**(NAME OF SCHOOL) SCHOOL GOVERNANCE COUNCIL
ORGANIZATIONAL STRUCTURE**



Prepared by:

[insert full name & signature, SGC Secretary]

Approved by:

[insert full name & signature, SGC Elected Co-Chairperson]

[insert full name & signature, SGC Designated Co-Chairperson]



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