



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

February 12, 2024

DIVISION MEMORANDUM

No. *045* s. 2024

**DIVISION SCHOOL GOVERNANCE COUNCIL (SGC) COMPOSITE TEAM**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
EPSs/PSDSs/PICs  
Elementary and Secondary School Heads  
All Others Concerned

1. Cognizant to DepEd Order No. 26, s. 2022 re: Implementing Guidelines on the Establishment of School Governance Council (SGC), this office, through the School Management Monitoring and Evaluation (SMME), hereby inform the field on the composition of the Division Validation Team, its roles and responsibilities to validate the data submitted by the Secondary Schools on the SGC-FAT.
2. The following are the SGC Composite Team:

Chair:	Dr. Rey F. Bulawan	-ASDS
Members:	Dr. Sylvia D. Villanueva	-OIC-CID Chief
	Noe M. Hermosilla	-SGOD Chief
	Lucila R. Balondo	-EPS, TA Coordinator
	Merlita B. Fajardo	-SEPS, SMME
	Reynel M. Ignacio	-EPS II, SMME



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3. Roles and Responsibilities of Division Office (DO)  
(DepEd Order No. 26, s. 2022)

The SDO, through the SGOD, shall be responsible for the following:

- a. orient and conduct capacity-building activities for school heads and other personnel;
- b. formulate operational guidelines and/or implementation plans which are consistent with those of the RO and national policies;
- c. provide assistance to the schools in resolving issues and concerns raised pertinent to the conduct of SGC election;
- d. maintain a database of the officers-elect of the SGC for reference purposes;
- e. administer situation assessment and needs analysis of schools in implementing the guidelines;
- f. ensure compliance of procedures in the removal from office of SGC members;
- g. maintain a list of SGC members who have been disqualified;
- h. provide relevant, timely and appropriate technical assistance to the schools;
- i. monitor performance of SGCs vis-à-vis implementation of programs, projects, and activities of the council;
- j. track and analyze the implementation and results of Technical Assistance interventions; and
- k. monitor the implementation of the guidelines.

4. Roles and Responsibilities of the Division Office Validation team:

- a. The DO Team shall create a **composite team** who shall validate the data and verify the results submitted by the Secondary School heads;
- b. The DO Team shall share the link of the Google Forms version of the SGC Functionality Assessment Tool with the Secondary Schools;
- c. Assist the RO in disseminating the SGC Functionality Assessment Tool to the Secondary Schools;
- d. Consolidate validated data from the Secondary Schools; and
- e. Forward consolidated data to the RO for analysis.


5. Immediate dissemination and compliance with this Memorandum are desired.

DepEd Northern Samar

RELEASED

By: AS

Date: 02/12/24 3:45 PM

  
**GAUDENCIO C. ALJIBE, JR., PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent