



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

**Office of the Schools Division Superintendent**

OFFICE MEMORANDUM  
SGOD-2023-0059

To: **RAMEL M. PILO**  
Chief Education Supervisor

Subject: **Validation of the Program Design and Draft Session Guidelines on the School Governance Council (SGC) Capacity Building Workshop**

Date: July 31, 2023

This has reference to the issued memoranda from the Office of the Undersecretary for ~~Relation to Research and Organization~~ **Validation of the Program Design and Draft Session Guidelines on the School Governance Council (SGC) Capacity Building Workshop**

scheduled on **August 14-16, 2023** in **NEAP Region XII, General Santos City**. In line with this, you are hereby advised to attend the said activity.

Other important details in relation to the said activity are indicated in the enclosures.

Traveling and other incidental expenses incurred shall be charged against Division Maintenance and Other Operating Expenses (MOOE) funds subject to the usual accounting and auditing rules and regulations.

This office reiterates the strict observance of the IATF health protocols such as social distancing and wearing of face masks.

In adherence to all policies, everyone is encouraged to continuously support and value equality and diversity (Equal Opportunity Principle) within the Department.

Immediate dissemination of and compliance with this memorandum is desired.

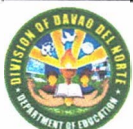
**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent

  
**EDUARD C. AMOGUIS** 7/21/2023  
Chief Education Supervisor



Enclosed: As stated  
SGOD/ncj



RECORDS - file  
23-22140



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Office of the Regional Director

**REGIONAL MEMORANDUM**  
FTAD-2023-016

To : Schools Division Superintendent of Davao del Norte

Subject: Validation of the Program Design and Draft Session Guides on the School Governance Council (SGC) Capacity Building Workshop

Date : July 28, 2023

Attached is DepEd Memorandum DM-OUHROD-2023-0991 on the conduct of Validation of the Program Design and Draft Session Guides on the School Governance Council (SGC) Capacity Building Workshop on August 14-16, 2023 at NEAP Region XII, General Santos City. This activity aims to strengthen the implementation of SGC policy by undertaking activities to deepen the school's understanding on shared governance and the significant roles of stakeholders in the process.

In this regard, you are hereby informed of the attendance of **Ramel M. Pilo**, Chief Education Supervisor, SDO- Davao del Norte as participant/resource speaker of the activity.

Travel and other incidental expenses shall be charged against local funds subject to the existing accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is desired.

**ALLAN G. FARNAZO**  
Director IV *ahd*

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

By: *[Signature]*  
Date: *July 31, 2023*  
*22140*

By the Authority of the Regional Director

**REBONFAMIL R. BAGUIO**  
Director III  
28 JUL 2023

Enclosed: As Stated.

RORS/app





Republika ng Pilipinas

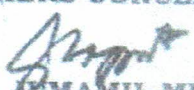
## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-OUHROD-2023- 0991

TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

FROM :  GLORIA LUMAMIL-MERCADO  
*Undersecretary for Human Resource and Organizational  
Development*

SUBJECT : Validation of the Program Design and Draft Session Guides on  
the School Governance Council (SGC) Capacity Building  
Workshop

DATE : 21 July 2023

An effective School Governance Council (SGC) entails active and engaged internal and external stakeholders. Collaborative and harmonious working relationships between the school and its stakeholders are reinforced when responsibilities are shared and delegated, and decisions are consulted.

To strengthen the implementation of the SGC policy, the Bureau of Human Resource and Organizational Development - School Effectiveness Division (BHROD-SED) is undertaking activities to deepen the school's understanding on shared governance and the significant roles of stakeholders in the process. A series of capacity building workshops shall be conducted from August to September 2023, to be participated in by School-Based Management (SBM) Coordinators from the Region and Division.

In preparation for the series of capacity building workshops, there will be a validation of the Program Design and Draft Session Guides on **14-16 August 2023** at **NEAP Region XII, General Santos City**.

As field implementers who have vast and extensive experience in Shared Governance and Stakeholder Engagement, the participation of selected staff from your respective regions, divisions, and schools in the validation workshop is hereby requested. They shall also serve as Resource Persons in the SGC Capacity Building Workshops.

The following are attached for your reference:

- List of Expected Participants (*Annex A*)
- Indicative Program of Activities (*Annex B*)

For administrative concerns, please take note of the following:

1. Travel expenses of the Management Team and participants from the schools shall be charged against **AR No: 2023-CO-00737** with activity code: **AC-23-BHROD-SED-GASS-012**.
2. To facilitate the reimbursement of travel expenses, original copies of the following documents should be submitted during the workshop:
  - Travel Order/Travel Authority duly signed by the Regional Director/Schools Division Superintendent;
  - Boarding pass (hard copy) for those who are taking air travel; and
  - Bus tickets and other transportation receipts (if applicable).
3. An SED staff will coordinate with the selected participants on their respective flight details prior to the conduct of this activity.
4. To confirm participant's attendance, kindly access this link: [bit.ly/2023-SGC-VW](https://bit.ly/2023-SGC-VW) on or before **August 9, 2023**.
5. All expenses are subject to the existing accounting and auditing rules and regulations.

For other concerns, please coordinate with **Ms. Marian M. Efondo** of **BHROD-SED** at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or call (02) 8633-5397.

For your information and guidance.

## LIST OF RESOURCE PERSONS/PARTICIPANTS

Name	Position	Office
Ruth Dela Cruz	Senior Education Program Specialist	SDO Pasig
Marco Meduranda	Education Program Supervisor	SDO Navotas
Ramel Pilo ✓	Chief Education Supervisor	SDO Davao del Norte
Delfin Bondad	Public School District Supervisor	SDO Camarines Sur
Edna Bañaga	Principal IV	SDO Quezon City
Karheena Adriano	Principal II	SDO Rizal
Lou Sabrina Ongkiko	Master Teacher I	Culiat Elementary School, SDO Quezon City
Junmerth Jorta	Teacher III	Keupiyanan Te Balugo, SDO Bukidnon
Jason Albaro	Head Teacher V	Muntinlupa National High School, SDO Muntinlupa

## Validation of Draft Session Guide and Program Design

Start	End	Activity
<b>DAY 1 (August 14, 2023)</b>		
11:00 AM	1:00 PM	▪ Lunch Break
1:00 PM	1:30 PM	▪ Registration
1:30 PM	1:45 PM	▪ National Anthem ▪ Prayer ▪ Recognition of Participants ▪ Welcome Remarks
1:45 PM	2:00 PM	▪ Expectation Setting ▪ House Rules ▪ Overview of the Workshop
2:00 PM	2:15 PM	▪ Activity #1 – Context and Background
2:15 PM	3:15 PM	▪ Discussion and Validation of Activity 1 - Stronger SBM through a functional SGC
3:15 PM	3:30 PM	▪ Break
3:30 PM	4:30 PM	▪ Discussion and Validation of Activity 2 - How SGC strengthens the school system
<b>DAY 2 (August 15, 2023)</b>		
8:45 AM	9:00 AM	▪ Management of Learning
9:00 AM	10:00 AM	▪ Discussion and Validation of Activity 3 - SGC Structure and Composition
10:00 AM	10:15 AM	▪ Break
10:15 AM	11:15 AM	▪ Discussion and Validation of Activity 4 - How to Invite and Involve Stakeholders
11:15 AM	12:15 NN	▪ Discussion and Validation of Activity 5 - Organization of SGC (Newly Established and Existing)
12:15 NN	1:30 PM	▪ Lunch Break
1:30 PM	2:30 PM	▪ Discussion and Validation of Activity 6 - Implementing SGCs
2:30 PM	3:30 PM	▪ Discussion and Validation of Activity 7 - Empowered Schools Empower Stakeholders
3:30 PM	3:45 PM	▪ Break
3:45 PM	4:45 PM	▪ Discussion and Validation of Activity 8 - Roles of Governance Levels
<b>Day 3 (August 16, 2023)</b>		
8:00 AM	9:00 AM	▪ Discussion of Comments
9:00 AM	10:00 AM	▪ Action Plan and Ways Forward
10:00 AM	10:30 AM	▪ Closing