



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

September 15, 2026

DIVISION MEMORANDUM
No. 430, s. 2026

**ONLINE KUMUSTAHAN AND ORIENTATION ON THE SCHOOL GOVERNANCE
COUNCIL (SGC) FUNCTIONALITY TOOL USER GUIDE
FOR ELEMENTARY SCHOOLS**

To:

Assistant Schools Division Superintendent
Division Chiefs,
Public Schools District Supervisors (Elementary)
Public Elementary School Heads
School Governance Council designated co-chair and secretary
All Other Concerned

1. The Schools Division Office of Bulacan, through the School Governance and Operations Division (SGOD), shall conduct an **Online Kumustahan and Orientation on the School Governance Council (SGC) Functionality Tool User Guide** to provide **elementary schools** with a common understanding of the tool and strengthen the implementation of SGC-related activities at the school level.
2. The activity aims to:
 - a. orient the participants with the key provisions and intended use of the SGC Functionality Tool User Guide;
 - b. clarify the indicators, means of verification, documentation requirements, and procedures for accomplishing the tool;
 - c. strengthen the capacity of schools to assess and document the functionality of their respective SGCs;
 - d. provide an online venue for sharing good practices, challenges, and possible interventions related to SGC implementation; and
 - e. gather feedback and recommendations that may support continuous improvement of SGC implementation in the Division.
3. The participants are the Public School District Supervisors, School Heads, and either the designated SGC Co-Chair or Elected Secretary from each school (depending on availability).
4. The **Online Kumustahan and Orientation** will take place via an online platform at **8:30 AM on September 25, 2026**.



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5. The official meeting link and pertinent details will be shared via the official SGC Messenger group chats.
6. All participants are encouraged to join the platform 15 minutes prior to the official start of the program.
7. The participating schools shall have the printed SGC Functionality Assessment Tool User Guide during the orientation.
(Material Link: <https://tinyurl.com/SGCAssessmentToolElemUserGuide>)
8. Public School District Supervisors are enjoined to ensure the attendance and active participation of the aforesaid attendees.
9. The School Management Monitoring and Evaluation unit (SMME) shall facilitate the activity and provide the necessary technical assistance to participating schools.
10. Participation in this activity shall be considered part of the Division's continuing efforts to strengthen participatory school governance, accountability, stakeholder engagement, and continuous improvement.
11. For information, guidance, and compliance.


CECILIA E. VALDERAMA, PhD, CESO VI
Schools Division Superintendent