



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION


REGIONAL MEMORANDUM
No. 558 s. 2026

JUN 09 2026

CONDUCT OF TECHNICAL ASSISTANCE WORKSHOP ON SGC TOOL (BATCH 1-4)

To: Schools Division Superintendents
All Others Concerned

1. Attached is DM-OUHRODI-2026-1662 titled **Conduct of Technical Assistance Workshop on SGC Tool (Batch 1-4)**.
2. Attention is particularly invited to paragraph 5, Annex A, and B of the said Memorandum.
3. For further queries, contact Dr. Nestor A. Amisola, OIC-EPS FTAD at +639624872393 and nestor.amisola001@deped.gov.ph.
4. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: None

Reference: As Stated

To be indicated in the Perpetual Index

under the following subjects:

Seminars

Workshops

NAA/FTAD-RMWLC- CONDUCT OF TECHNICAL ASSISTANCE WORKSHOP ON SGC TOOL BATCH 1-4
000/June 9, 2026



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

MEMORANDUM

DM-OUHRODI-2026- 1662

TO : **ALL REGIONAL DIRECTORS**
ALL SCHOOLS DIVISION SUPERINTENDENT

FROM : **WILFREDO E. CABRAL**
*Undersecretary for Human Resource
and Organizational Development and Infrastructure*

SUBJECT : **CONDUCT OF TECHNICAL ASSISTANCE WORKSHOP ON SGC
TOOL (Batch 1-4)**

DATE : 04 May 2026

The Department of Education continues to strengthen the institutionalization of **School Governance Councils (SGCs)** in school communities nationwide through DepEd Order No. 26, s. 2022, which established SGCs as a mechanism for shared governance and a platform for feedback, promoting stronger stakeholder engagement and community participation in schools.

In support to this mandate, the **Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED)** developed and rolled out the SGC Functionality Assessment Tool in 2022 and 2023 to assess the functionality of SGCs in secondary schools. Results showed that across 217 divisions and 16 regions, 9,498 out of 10,096 secondary schools or 94% participated in the endline data collection, of which 4,649 schools or 49% were found to have functional SGCs.

Building on this success and to further strengthen the implementation of SGCs, the BHROD-SED shall roll out the SGC Functionality Assessment Tool for public elementary schools this year. The development of the tool was informed by a series of online consultations with field counterparts. In support of its rollout, a **Technical Assistance Workshop will be conducted from June to August 2026, with representatives from 17 Regional Office - Field Technical Assistance Division (FTAD) and 222 Schools Division Office- School Governance Operation Division.** The activity aims to capacitate participants on the proper use of the tool and



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strengthen their role and competencies in monitoring the status and contexts of SGCs for effective implementation.

For more details about the activity, the attachment below is provided for your reference:

- **Workshop Schedule, Expected Participants, Venue, Reminders (Annex A)**
- **Indicative Program of Activities (Annex B)**

For administrative concerns, please take note of the following:

1. Travel expenses of the CO Management Team shall be charged against AR No.: 2026-CO-01655
2. Travel expenses of the participants shall be charged to local funds.
3. For board and lodging and meal arrangement, kindly refer to the table below:

Day	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Board and Lodging
1			✓	✓	✓	✓
2	✓	✓	✓	✓	✓	✓
3	✓	✓	✓			

Note: On Day 1, the first meal will be lunch, which will be served at 12:00 noon. Check-in details shall be announced by the organizers during the program proper.

4. Participants who opt to stay beyond Day 3 shall shoulder the corresponding accommodation charges and shall not be covered by the organizers.
5. Participants are not allowed to bring additional participants, as venue capacity and meal provisions are strictly limited.
6. To **confirm participants' attendance, kindly access this link: tinyurl.com/2026ROSDOWORKSHOP on or before **June 15, 2026 (Monday)**.**
7. All expenses are subject to the existing accounting and auditing rules and regulations.

For inquiries, clarifications, and other matters, please contact **Ms. Jeanne Nicole Grageda** or **Ms. Joloren A. Luya** of BHRD-SED through landline number (02) 8633-5397 or via email at **bhrod.sed@deped.gov.ph**.

For your information and guidance.

Copy furnished:

Office of the Secretary
Office of the Undersecretary for Field Operations

Annex A: Workshop Schedule, Participants, Reminders

Please be guided by the following information:

Workshop Schedule		
Day 1	Day 2	DAY 3
<p>12noon: Arrival Registration/ Distribution of Kits/ Program proper/ Check-in</p>	<p>Program starts: 7:30 AM Program ends: 5 PM</p>	<p>Program starts: 8 AM Program ends: 11:30 am</p> <p>Check-out time: 12nn</p>

1. On Day 1, the first meal will be lunch, which will be served at 12:00 noon. Check-in details shall be announced by the organizers during the program proper.
2. **Participants are requested to arrive on Day 1 to ensure full attendance and seamless participation in Day 2 activities.** This will facilitate proper coordination and timely start of all scheduled sessions.
3. To ensure adequate space at the venue on Day 1, participants are requested to bring only essential luggage for the duration of the workshop and to **avoid bringing oversized items.**
4. **Participants are advised to ensure that they are in good health and fit to attend prior to and throughout the duration of the workshop.** They are also encouraged to bring any necessary medications for their personal use.
5. The activities will require internet access and hands-on computer use; thus, **all participants are required to bring their own laptops and extension cords.** While the venue will provide internet connectivity, participants are advised to bring pocket Wi-Fi devices and secure mobile data in case of internet connectivity issues.
6. Only **two (2) participants from each RO and SDO** are required to attend the workshop:

Expected Participants	
Each Regional Office	<ul style="list-style-type: none"> • One (1) FTAD Chief • One (1) FTAD SGC Focal person
Each Schools Division Office	<ul style="list-style-type: none"> • One (1) SGOD Chief • One (1) SGOD SGC Focal person

Participating Regions and Schools Division Office			
Batch No.	Regional Office and SDOs	Date	Venue
1	R12 & 8 SDOs	June 17-19, 2026	NEAP Gensan
	R8 & 13 SDOs		
2	R2 & 9 SDOs	June 24-26, 2026	Within NCR
	NIR & 22 SDOs		
3	CAR & 8 SDOs	July 1-3, 2026	Ecotech, Cebu
	R7 & 12 SDOs		
	R9 & 9 SDOs		
4	R11 & 11 SDOs	July 8-10, 2026	Within NCR
	R10 & 14 SDOs		
	R4B & 7 SDOs		

7. **All concerned are requested to strictly follow the prescribed number of participants** to ensure smooth coordination and effective session management, as well as to maintain the conduciveness of the venue.

Annex B: Indicative Program of Activities

Technical Assistance Workshop on SGC Tool

Day	Dur	Activity/Topic
Day 1 12:00 noon		Arrival, Registration, Distribution of Kits, Preliminaries (Objective and Context, Background, pretest), Check-in
Day 2		
7:00-8:00	30	[cont.] Registration
8:00-8:30	30	Preliminaries
8:30-9:00	30	Recap
9:00-9:15	15	User Guide Vol
9:15-9:45	30	SGC Tool: Step 1, 2 and 3
9:45-10:15	30	Practice Exercise
10:15-10:25	10	Break
10:25-10:55	30	SGC Tool Step 4
10:55-11:25	30	Practice Demo
1:00-1:15	15	Preliminaries
1:15-1:45	30	User Guide Vol 2
1:45-2:15	30	MOV Errors
2:15-2:55	40	SDO Validation Sheet SDO Monitoring Sheet
2:55-3:25	30	Practice Exercise
3:25-3:35	10	Break
3:35-4:05	30	Updating the MOVs
4:05-4:25	30	Practice Demo
Day 3		
8:00-8:15	15	Preliminaries
8:15-8:55	40	RO Monitoring Sheet RO Multiple Submission Deletion Log
8:55-9:25	30	Practice Demo
9:25-10:25	60	Next steps, Presentation of Program Design for Clustered Workshop
10:25-11:25	60	Awarding