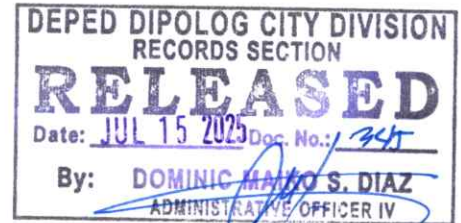




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



July 15, 2025

DIVISION MEMORANDUM

NO. 345, s. 2025

RELEASE OF SGC ADVOCACY MATERIAL: TO-DO CALENDAR

TO: **Assistant Schools Division Superintendent**
Chief, Schools Governance and Operations Division
Chief, Curriculum and Implementation Division
All Education Program Supervisors
All Public Schools District Supervisors
All Elementary and Secondary School Principals
All Others Concerned
This Division

1. The School Governance Council (SGC) serves as a key mechanism in promoting shared governance under the framework of the School-Based Management (SBM). It brings together key stakeholders to collaboratively plan, implement, and monitor school initiatives. Through consultative decision-making, the SGC strengthens the role of the stakeholders as partners in providing learners with accessible and quality education.
2. To strengthen the implementation of the School Governing Councils (SGCs), the Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHROD-SED) has developed the **SGC To-Do Calendar**. This tool is thoughtfully crafted to serve as a practical guide for building and sustaining a functional SGC. It helps councils stay organized, aligned with the school's goals, and focused on continuous improvement.
3. The SGC To-Do- Calendar is a personalized tool that SGCs may customize by setting up activities based on their preferred dates and specific tasks. While they have the flexibility to adjust, it is advisable to align the activities set for each quarter and prepare the necessary Means of Verification (MOV) to accurately document progress.



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4. To access the SGC To-Do Calendar, it can be downloaded from the following links:

1. For Schools with no existing SGC: tinyurl.com/SGCCalendar1

2. For Schools with existing SGC: tinyurl.com/SGCCalendar2

4. Along with this, the SGOD-SMME and the SGC Division Composite Team will conduct monitoring in terms of preparation of the necessary Means of Verification (MOVs) on the month of August 2025.

5. For inquiries, please contact **SEPS Luisiano S. Murro, Jr., SMME @ 0912 965 9018.**

6. For immediate dissemination and compliance.


MA. LIZA R. TABILON, EdD., CESO V
Schools Division Superintendent