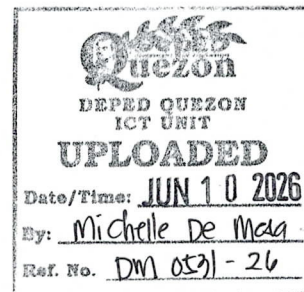




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



9 June 2026

DIVISION MEMORANDUM

No. 053, s. 2026

CAPACITY BUILDING FOR SELECTED SSLG TEACHER-ADVISERS AS MENTORS OF THE DISTRICT SSLG PRESIDENTS IN THE SCHOOL GOVERNANCE COUNCIL (SGC)

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
School Heads In-Charge of Learner Formation
Secondary School Heads
All Others Concerned

1. In compliance with **DepEd Order No. 26, s. 2022** titled **Implementing Guidelines on the Establishment of School Governance Council (SGC)**, this Office, through the School Governance and Operations Division – Learner Formation Section (SGOD-LFS), shall conduct a division training of trainers to capacitate the selected SSLG teacher-advisers as mentors of SSLG Presidents in the SGC on **June 14, 2026** at **M. I. Sevilla's Resort, Brgy. Domoit, Lucena City**.
2. At the end of the training program, it is expected that the teacher-advisers will be able to effectively mentor the SSLG presidents for them to be able to demonstrate effective participation as learner representatives in the SGC by articulating learner concerns, contributing to school planning processes, and engaging in collaborative decision-making to support the attainment of the school's functional SGC status.
3. Participants to this division training of trainers shall be the SSLG teacher-advisers of the elected District SSLG Presidents for School Year 2026-2027. They are advised to bring laptops and extension wires for the workshops.
4. All teaching personnel who will attend this training shall be entitled to service credits in accordance to **DepEd Order No. 53, s. 2003** titled **Granting of Vacation Service Credits to Teachers** whereas for non-teaching personnel, compensatory time-off (CTO) shall be granted in accordance to **CSC and DBM Joint Circular No. 2, s. 2004**.



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5. Conduct of all activities related to the Learner Government Program (LGP) shall follow the provisions in **DepEd Order No. 9, s. 2026** titled **Guidelines on the Implementation of the Three-Term School Calendar in Basic Education** and community guidelines on safety and health protocols.
6. Expenses of the resource speakers and technical working committee in the conduct of this division training of trainers for the capacity building of the SSLG as SGC members shall be charged against division MOOE while a registration fee of PhP 800.00, travel expenses, and other incidental expenses of the participants shall be charged to school MOOE/local funds subject to the usual accounting and auditing rules and procedures.
7. Immediate dissemination of and compliance with this Memorandum are desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

sgod/mamt/06/09/2026



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Enclosure 1 to DM No. 57, s. 2026

Training Matrix of the Capacity Building for Selected SSLG Teacher-Advisers as Mentors of the District SSLG Presidents in the School Governance Council (SGC)

Time	Topic/Session/Program Flow	In-Charge/Facilitator
7:00 a.m. – 7:45 a.m.	Arrival and Registration	<i>Participants and TWC</i>
7:46 a.m. – 7:50 a.m.	Preliminaries National Anthem Opening Prayer CALABARZON March Quezon Hymn Quality Policy Statement Energizer	<i>Audio-Visual Presentation</i>
7:51 a.m. – 7:55 a.m.	Welcome Remarks	Juanito A. Merle, EdD SGOD Chief
7:56 a.m. – 8:00 a.m.	Statement of Training Objectives and Attendance Check	Hazel Ann S. Camo PDO I/SGOD-LFS
8:01 a.m. – 8:20 a.m.	Session 1: Overview of Learner Participation in School Governance	Mark Angelo M. Tiusan PDO I/SGOD-LFS Division LGP Coordinator and SGC Alternate Focal Person
8:21 a.m. – 9:20 a.m.	Session 2: Understanding School-Based Management (SBM)	Mary Joyce S. Montaña Education Program Specialist II School Governance and Operations Division
9:21 a.m. – 10:20 a.m.	Session 3: Overview of the School Governance Council	Mark Angelo M. Tiusan PDO I/SGOD-LFS Division LGP Coordinator and SGC Alternate Focal Person
10:21 a.m. – 11:00 a.m.	Session 4: Role of SSLG Presidents as Student Representatives in the SGC	Hazel Ann S. Camo PDO I/SGOD-LFS Division LRP Coordinator and Division SGC Composite Team Member
11:01 a.m. – 12:00 n.n.	Session 5: Understanding the School Improvement Plan (SIP) and Annual Implementation Plan (AIP)	Mark Angelo M. Tiusan PDO I/SGOD-LFS Division LGP Coordinator and SGC Alternate Focal Person
12:01 p.m. – 12:55 p.m.	Lunch Break	
12:56 p.m. to 1:00 p.m.	Energizer	
1:01 p.m. – 1:50 p.m.	Session 6: Effective Participation in Governance Meetings	Mark Angelo M. Tiusan PDO I/SGOD-LFS Division LGP Coordinator and SGC Alternate Focal Person



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1:51 p.m. – 2:40 p.m.	Session 7: Strengthening Student Voice and Stakeholder Engagement	Carla Jobelle J. Culajara Education Program Specialist II School Governance and Operations Division
2:41 p.m. – 3:40 p.m.	Workshop 1: Identifying Learner Issues and Proposed Solutions	<i>Participants and TWC</i>
3:41 p.m. – 4:20 p.m.	Workshop 2: Action Planning on Strengthening Learner Participation in the SGC	
4:21 p.m. – 4:50 p.m.	Training Program Synthesis, Evaluation, and Closing Program	
4:50 p.m. – 5:00 p.m.	Photo Opportunity	

Floriciel R. Lagos
PDO I/SGOD-LFS
Master of Ceremonies



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Enclosure 2 to DM No. 0591, s. 2026

Registry of Training Participants and Technical Working Committee

District	School	Name of the Teacher-Adviser of the District SSLG President	Position
Jomalig	Jomalig National High School	Jayson Q. Huertazuela	Teacher I
Real	Ungos Integrated National High School	Prince Sherif Suapero	Special Science Teacher I
Atimonan 2	Malinao Ilaya Integrated National High School	Reveline V. Retuita	Teacher III
Sariaya East	Castañas National High School	Hilario O. Jalbuena Jr.	Teacher III
General Luna	San Isidro National High School	Giovannisyl P. Los Años	Special Science Teacher I
Gumaca West	Villa Perez National High School	Nikkie Iris N. Rodolfo	Teacher II
Candelaria West	Atty. Celso M. Reyes Integrated National High School	Judee Mae B. Tasara	Teacher I
Candelaria East	Dr. Panfilo Castro National High School	Mechaelangelo M. Perez	Teacher III
Pitogo	Cabulihan National High School	Marc Irving J. Herrera	Teacher II
Tagkawayan 2	Tagkawayan National High School	Carloth Jane C. Padua	Teacher I
Catanauan 2	San Isidro National High School	Anna Marie P. Pardilla	Teacher II
Polillo	Sabang National High School	Jose B. Bebit	Teacher I
Quezon	Evaristo R. Macalintal Memorial National High School	Charisse D. San Andres	Teacher I
Perez	Perez National High School	Herson D. Diasanta	Teacher II
Calauag West	Calauag National High School	Erwin E. Santos	Teacher I
Mauban North	Manuel S. Enverga Memorial School of Arts and Trades	Diana Aiko M. Banton	Teacher III
Macalelon	Olongtao National High School	Jenz Francia B. Abellanida	Teacher I
Panukulan	Panukulan National High School	Michelle P. Penamante	Teacher I
San Francisco 1	Huyon-Uyon National High School	Raolyn A. Overa	Teacher I
Lopez East	Sto. Niño Ilaya National High School	Airalyn M. Ferrer	Teacher I
Mauban South	Dr. Maria D. Pastrana National High School	Maria Teresa E. Pelagio	Teacher III
Mulanay 1	Bagupaye Integrated High School	Manuel Q. De Vega	Teacher II
Tagkawayan 1	Kinatakutan National High School	Marissa R. Hernandez	Teacher III
Catanauan 1	Catanauan National High School	Reynato C. De Gala	Teacher III



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Tiaong 2	Paiisa National High School	Mark Michael Q. Jusi	Teacher III
Guinayangan North	Aloneros National High School	Ryan Nuevo	Teacher I
Guinayangan South	Dungawan National High School	Florian D. Espinas	Teacher II
General Nakar 2	Paaralang Sekundarya ng Heneral Nakar	Mark Anthony T. Elma	Teacher III
Buenavista 1	Cabong National High School	Joven L. Nojor	Teacher I
Lucban	Paaralang Sekundarya ng Lucban Integrated School	Shiela Niña L. Rea-Santes	Master Teacher II
Gumaca East	Lamon Bay School of Fisheries	Leah C. Vilar	Teacher II
Buenavista 2	Hagonghong Integrated High School	Recee Kent A. Galzote	Teacher III
Atimonan 1	Atimonan National Comprehensive High School	Christian Andrew C. Cervantes	Teacher V
Lopez West	Lopez National Comprehensive High School	Rosalie A. Tabien	Master Teacher I
Patnanungan	Patnanungan National High School	Murielle C. Aguilar	Teacher I
Burdeos	Burdeos National High School	Llowellyn C. Bonaobra	Teacher II
Alabat	RT Camacho Integrated School	Aubrey Jane V. Entienza	Teacher I
Calauag East	Rufina P. Trinidad Memorial National High School	Jonmart M. Paya	Teacher I
Sariaya West	Lutucan Integrated National High School	Alvin Ryan L. Bojocan	Teacher I
Padre Burgos	Danlagan National High School	Lady I. de Villa	Teacher III
San Antonio	Juanito C. Wagan Integrated National High School	Jeane L. Barcelos	Teacher III
San Francisco 2	Butanguiad National High School	Christian B. Almirez	Teacher II
Unisan	Unisan Integrated High School	Venis O. Meriel	Teacher I
Mulanay 2	Ilayang Yuni Junior and Senior Integrated National High School	John Christian P. Nicodemus	Teacher II
Tiaong 1	Recto Memorial National High School	Avegail P. Zambrano	Teacher I
Sampaloc	Adela S. Torres National High School	Dorothy Joy E. Elardo	Teacher II
Pagbilao 1	Talipan National High School	Lanilyn B Diala	Teacher II
Infanta	Infanta National High School	Daryl Ianne M. Peñamora	Teacher III
San Narciso 1	Godofredo M. Tan Integrated School of Arts and Trades	Raymart A. Decena	Teacher III
Pagbilao 2	Pagbilao Grande Island National High School	Remar D. Norbe	Teacher I
San Andres	San Andres National High School	Yvette Ken Y. Lopinac	Head Teacher I



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San Narciso 2	Abuyon National High School	Jhafet C. Ferrer	Teacher I
Agdangan	Elias A. Salvador National High School	Natassha P. Ola	Teacher II
General Nakar 1	Batangan National High School	Julie Lyod M. Dacpano	Teacher II
Dolores	Sta. Lucia National High School	Leonard L. Nato	Teacher II
Plaridel	Concepcion National High School	Bhyren G. Saniel	Teacher II

Technical Working Committee	
Mark Angelo M. Tiusan	Division Project Development Officer – SGOD
Hazel Ann S. Camo	Division Project Development Officer – SGOD
Rommel T. Oczon	Division Project Development Officer – SGOD
Florice R. Lagos	Division Project Development Officer – SGOD
Tisha Elaina G. Ventocilla	Technical Assistant I for School Sports Club
Clarissa G. Casaña	Division Inspectorate for Trainings
Connie T. Abulencia	ADAS III, Cash Unit – OSDS
Joey O. Balaguer	TIC, Ilayang Cambuga Elementary School
Rafael C. Ramos Jr.	Principal I, Calantas National High School

-nothing follows-