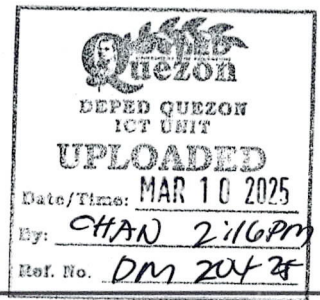




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



07 March 2025

**DIVISION MEMORANDUM**  
 DM No. 204, s. 2025

**RECONSTITUTION OF THE DIVISION COMPOSITE TEAM OF THE SCHOOL GOVERNANCE COUNCIL (SGC)**

**To:** Assistant Schools Division Superintendents  
 Division Chiefs  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 All Others Concerned

1. With reference to **DepEd Order No. 026, s. 2022** (Implementing Guidelines on the Establishment of the School Governance Council), which aims to recognize and strengthen the role of school stakeholders and Local Government Units (LGUs) in providing accessible and quality education to learners, this Office announces the **reconstitution of the Division Composite Team for the School Governance Council (SGC)**.

SGC Composite Team	Name	Position
Chairperson	Venus T. Balmedina, CESE	OIC-Assistant Schools Division Superintendent
Vice Chairperson	Juanito A. Merle, EdD	SGOD Chief Education Supervisor
Members	Michelle G. Duma	SGC and SBM Focal Person/ Senior Education Program Specialist   SMME
	Mark Angelo M. Tuisan	Alternate, SGC Focal Person/Project Development Officer I   YFS
	Mary Joyce P. Salamat	Alternate, SBM Focal Person/Education Program Specialist II   SMME
	Raul R. Agaran	SGOD Education Program Supervisor
	Paul Clifford N. Marquez	Senior Education Program Specialist   SMN

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
 Trunkline #: (042) 784-0366, (042) 784-0164,  
 (042) 784-0391, (042) 784-0321



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	Hazel S. Camo	LRP Focal Person/ Project Development Officer I YFS
	Marbin Jeramil D. Fragata	Planning Officer III
	Wilbert B. Porteza	Information Technology Officer I

2. The **Division SGC Composite Team** shall be responsible for the following tasks:
  - a. Orient and conduct capacity-building activities for school heads and other personnel;
  - b. Formulate operational guidelines and/or implementation plans that align with the Regional Office's directives and national policies;
  - c. Assist schools in addressing issues and concerns related to the conduct of the SGC election;
  - d. Maintain a database of the elected officers of the SGC for reference;
  - e. Conduct situation assessments and needs analysis of schools in implementing the guidelines;
  - f. Ensure compliance with procedures for the removal of SGC members from office;
  - g. Maintain a list of disqualified SGC members;
  - h. Provide relevant, timely, and appropriate technical assistance to schools;
  - i. Monitor the performance of SGCs in relation to the implementation of the council's programs, projects, and activities;
  - j. Track and analyze the implementation and outcomes of Technical Assistance interventions; and
  - k. Monitor the implementation of the guidelines.
  
3. For wide dissemination and information of all concerned.

  
**ROMMEL C. BAUTISTA, CESO V**  
 Schools Division Superintendent

smemgd3/07/2025

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 DepEdTayoQuezon

 [www.depedquezon.com.ph](http://www.depedquezon.com.ph)

 [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)