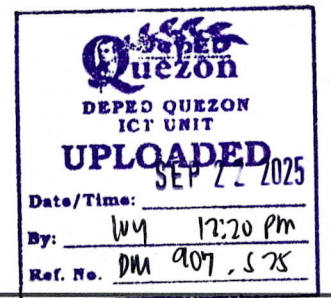




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



16 September 2025

DIVISION MEMORANDUM

DM No. 907, s. 2025

**SUBMISSION OF SCHOOL GOVERNANCE COUNCIL (SGC) ACTION PLAN
AND RESOLUTION ON OFFICERS-ELECT**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Newly Designated Public Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 026, s. 2022, titled **Implementing Guidelines on the Establishment of School Governance Council (SGC)**, this Office, through the School Governance and Operations Division – School Management Monitoring and Evaluation (SGOD-SMME), announces that all public elementary and secondary schools shall submit their SGC Action Plan and Resolution on Officers-Elect on or before **November 24, 2025**.
2. To facilitate streamlined submission and processing, all SGC Action Plans and Resolutions shall be **submitted simultaneously by district** through the Office of the Public Schools District Supervisors (PSDSs). Submissions must carry the proper district indorsement from the PSDSs. **Individual submissions will not be processed at the Division Office.**
3. For uniformity, attached herewith are the **prescribed templates** from the Central Office to be used in the preparation of the SGC Action Plan and the Resolution on Officers-Elect. The soft copies may also be accessed through the following link: **tinyurl.com/SGCAP-Res25**.
4. Since the prescribed template for the SGC Action Plan does not bear a signature line for the School Head, each Action Plan **must be accompanied by a school indorsement** showing that it has been duly reviewed and approved by the School

DEPEDQUEZON-TM-SDS-04-009-003



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



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Head. This shall serve as reference for both the District and the Division in the processing of the document.

5. For wide dissemination and compliance of all concerned.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

smemgd9/16/2025

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 DepEdTayoQuezon

 www.depedquezon.com.ph

 quezon@deped.gov.ph



Republic of the Philippines
Department of Education

[REGION]
[DIVISION]
[SCHOOL]
[ADDRESS]
S/Y _ _ - _

SCHOOL GOVERNANCE COUNCIL

ACTION PLAN

S/Y _ _ - _

AREAS OF CONCERN	PRIORITIZED NEEDS	OBJECTIVE	ACTIVITIES	EXPECTED OUTPUTS	TIME FRAME	RESOURCES	
						Persons Involved	Materials

Prepared by:

[insert full name & signature, SGC Secretary]

Approved by:

insert full name & signature, SGC Elected Co-Chairperson]

[insert full name & signature, SGC Designated Co-Chairperson]

[OFFICE ADDRESS]
[CONTACT DETAILS]
[EMAIL ADDRESS]



Republic of the Philippines
Department of Education
SCHOOL GOVERNANCE COUNCIL

[REGION]

[DIVISION]

[SCHOOL]

[ADDRESS]

S/Y__-__

Excerpt from the

[State document if necessary]

Present Attendees:

[State Attendees full name and organization]

RESOLUTION NO. __
SERIES OF _____

A RESOLUTION ON _____ [State the Subject]

WHEREAS, _____ [State the Subject]

WHEREAS, _____ [State the Subject]

WHEREAS, _____ [State the Subject]

WHEREAS, _____ [State the Subject]

WHEREAS, _____ [State the Subject]

WHEREAS, _____ [State the Subject]

WHEREAS, _____ [State the Subject]

WHEREAS, _____ [State the Subject]

WHEREAS, _____ [State the Subject]

RESOLVED AS IT IS HEREBY RESOLVED THAT _____ [State details]

RESOLVED FURTHER THAT _____ [State details]

WE HEREBY CERTIFY TO THE CORRECTNESS OF THE FOREGOING RESOLUTION.

UNANIMOUSLY APPROVED; this [day] of [month], [year] at [name of school]

[OFFICE ADDRESS]
[CONTACT DETAILS]
[EMAIL ADDRESS]

Prepared by:

[Full name & signature, SGC Secretary]

Attested by:

[Full name & Signature of the following]:

[Voting Member, Organization] [Voting Member, Organization] [Voting Member, Organization]

[Voting Member, Organization] [Voting Member, Organization] [Voting Member, Organization]

[Voting Member, Organization] [Voting Member, Organization] [Voting Member, Organization]

[Voting Member, Organization] [Voting Member, Organization] [Voting Member, Organization]

[SGC Elected Co-Chairperson]

[SGC Designated Co-Chairperson]

[School Principal]

[OFFICE ADDRESS]
[CONTACT DETAILS]
[EMAIL ADDRESS]