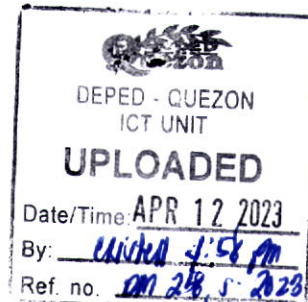




Republic of the Philippines  
**Department of Education**

Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



22 March 2023

**DIVISION MEMORANDUM**

**DM No. 258, s. 2023**

**CASCADING OF TOPICS DISCUSSED ON THE SCHOOL GOVERNANCE COUNCIL  
MANAGEMENT, DOCUMENTATION, AND ASSESSMENT ACTIVITY**

**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. 26, s. 2022** (Implementing Guidelines on the Establishment of the School Governance Council [SGC]) which highlights the importance of community partnerships in improving school management, as well as providing for the participation of stakeholders and local government units in addressing issues on access and quality education, pursuant to Republic Act No. 9155 (Governance of Basic Education Act of 2001), SDO Quezon conducted an activity on managing, documenting and assessing the SGC on February 13-14, 2023.
2. In this regard, this Office, through the School Governance and Operations Division (SGOD), advises the participants to cascade relevant information discussed to ensure that it is properly relayed to other schools. Please see Enclosure for the list of names.
3. Provided after the activity, the copy of presentations shall be used in the cascading in order to:
  - a. discuss the SGC policy and legal framework;
  - b. describe the two main functions of the Council;
  - c. provide information on the composition, election, and activities of the Council members; and
  - d. familiarize all concerned with the functionality indicators, as well as the Functionality Assessment Tool (FAT) of the Central Office (CO).

DEPEDQUEZON-TM-SDS-04-009-003



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4. Kindly take note that the CO rolled out the FAT in the last quarter of 2022 to **public secondary schools** to gather initial data on the functionality of Councils for further improvement of policy implementation. It was mentioned, however, that public elementary schools may be oriented already regarding the said policy. To this end, these **elementary schools** are highly encouraged to participate in the cascading.
5. Proper coordination with the **Public Schools District Supervisor (PSDS)** should be made to guide planning, implementation, and reporting. Please, refer to the cascading plan prepared by the school head participants.
6. Be reminded that the conduct of this activity **should not disrupt classes** and necessary arrangements must be made so as to adhere to the **policy on engaged time-on-task** as per **DepEd Order 09, s. 2005**.
7. It may be implemented online or in person at the discretion of the PSDS and concerned school heads, whichever is feasible based on time and available resources.
8. Should it be held outside regular school hours, participants to attend shall be given local service credits upon presentation of signed DTR and certificate of appearance/participation to the school, pursuant to the provision of **DO 291, s. 2008** or the Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers, and **DO 16, s. 2009** or the Addendum to DO 291, s. 2008, which states that “where services rendered are in excess of the actual 8-hour work as deemed necessary, service credits may be applied”.
9. Kindly submit the **Activity Documentation Report** in PDF within three days after the conduct of the cascading through: [tinyurl.com/submissionSGCcascading23](https://tinyurl.com/submissionSGCcascading23). The template may be downloaded from: [tinyurl.com/ActivityReport03](https://tinyurl.com/ActivityReport03).
10. For compliance and wide dissemination.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

smmeord03/22/2023

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[Enclosure to DM No. \_\_\_\_\_, s. 2023]

**List of School Head Participants to Lead the Cascading**

CD	School	Name of School Head	Position
1	Binulasan Integrated School	Matilde Pujalte	P-III
1	Talipan National High School	Luningning Mendoza	P-IV
1	Cagsiyay III National High School	Wilson Martinez	T-III/OIC
1	Silangang Malicboy National High School	Leonila Dayag	P-III
1	Apad Jomalig National High School	Gregoria Jimenez	TIC
1	Polillo National High School	Janette Suaverdez	P-I
2	Lutucan Integrated National High School	Feliza Queavada	P-IV
2	Lusacan National High School	Carlo Pacinos	P-II
2	Quezon Science High School	Peter Andrew Regencia	P-I
2	Atty. Celso M. Reyes Integrated National High School (formerly Dr. Panfilo Castro NHS Masalukot I Annex)	Amelia Laraya	Asst. Principal
2	Bukal Sur National High School	Violeta Catapia	P-II
2	Dagatan National High School	Serafin Caringal	P-III
3	Lina Gayeta Lasquety National High School	Ruth Son	P-I
3	Pagsangahan National High School	Loradel Romano	P-I
3	Dona Francisca Alvarez Rejano Integrated School (formerly Patabog NHS)	Airne Idea	P-I
3	Abuyon National High School	Elias de Castro	P-III
3	General Luna National High School	Susan Maaño	P-I
3	Marcial B. Villanueva National High School	Benedict Abello	Asst. Principal
4	Guinayangan National High School	Leilanie Pregellana	P-III
4	Katimo National High School	Marissa Balmes	P-I
4	Lopez National Comprehensive High School	Marina Abueva	P-IV
4	Balubad Integrated School	Necitas Garate	HT-II
4	Cogorin Ibaba National High School	Cecile Albos	P-I
4	Mapulot National High School	Teresita Hutardo	HT-I

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