



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

August 8, 2025

DIVISION MEMORANDUM

No. **404**, s. 2025

RELEASE OF SGC ADVOCACY MATERIAL: TO-DO CALENDAR

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Senior/Education Program Specialists
Public Schools District Supervisors/
Principals and Head Teacher-In-Charge of the District
Heads of Public Elementary/Integrated/Secondary Schools
All Others Concerned

1. Attached is the Regional Memorandum No. 684, s. 2025, regarding the Release of SGC Advocacy Material: To-do Calendar, which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.


FELICIANO C. BUENAFE JR., CESO VI
Schools Division Superintendent

Encl.: As stated
Reference: DM-OUHROD-2025-1774
To be indicated in the Perpetual Index
Under the following subjects:

COUNCIL LIST SCHOOLS

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Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

JUL 25 2025


REGIONAL MEMORANDUM

No. 684, s. 2025

RELEASE OF SGC ADVOCACY MATERIAL: TO-DO CALENDAR

To: OIC-Assistant Regional Director
Schools Division Superintendents
Regional Functional Division Chiefs
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2025-1774 dated June 30, 2025, from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, regarding the Release of SGC Advocacy Material: To-Do Calendar, which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.


CRISTITO A. ECO, CESO III
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Encl: As stated

Reference: DM-OUHROD-2025-1774

To be indicated in the Perpetual Index
under the following subjects:

COUNCIL

LISTS

SCHOOLS

JTA/DTG/RM_RELEASE OF SGC ADVOCACY MATERIAL....
024/July 22, 2025



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Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

Regional Office in
Davao City
RECORDS SECTION
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MEMORANDUM
DM-OUHROD-2025-1774

TO : CONCERNED REGIONAL DIRECTORS
CONCERNED SCHOOLS DIVISION SUPERINTENDENTS

ATTN : FIELD TECHNICAL ASSISTANCE DIVISION
SCHOOL GOVERNANCE AND OPERATIONS DIVISION

FROM :  **WILFREDO E. CABRAL**
Undersecretary for Human Resource
and Organizational Development

SUBJECT : RELEASE OF SGC ADVOCACY MATERIAL: TO-DO CALENDAR

DATE : 30 June 2025

The School Governance Council (SGC) serves as a key mechanism in promoting shared governance under the framework of 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 school stakeholders as partners in providing learners with accessible and quality education.

To strengthen the implementation of 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 school improvement.

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.

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

For questions or clarifications, please contact BHROD-SED through phone at (02) 8633 – 5397 or email at bhrod.sed@deped.gov.ph.

For your guidance and appropriate action.

cc: Office of the Secretary, Department of Education



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