



Republic of the Philippines
Department of Education
 Region II – Cagayan Valley
 Schools Division of Nueva Vizcaya

23 June 2026

DIVISION MEMORANDUM
 No. 240, s. 2026

IMPLEMENTATION OF FIRST QUARTER SCHOOL GOVERNANCE COUNCIL (SGC) ACTIVITIES FOR SCHOOL YEAR 2026–2027

To: Assistant Schools Division Superintendent
 Chief Education Supervisor, School Governance and Operations Division
 Chief Education Supervisor, Curriculum Implementation Division
 PSDSs/District In-Charge
 Public Elementary and Secondary School Heads
 All others concerned

1. Pursuant to DepEd Order No. 26, s. 2022, entitled *Implementing Guidelines on the Establishment of School Governance Council (SGC)*, all public elementary, secondary, and integrated schools are hereby reminded to ensure the continuous operationalization of their respective School Governance Councils as a mechanism for shared governance, stakeholder participation, and collaborative decision-making in schools.

2. As part of the implementation of the School Governance Council, all schools are directed to accomplish the required activities for the First Quarter of School Year 2026–2027 and maintain the corresponding Means of Verification (MOVs) for monitoring, validation, and assessment purposes.

3. Schools shall undertake the following activities and maintain the corresponding Means of Verification within the prescribed timeline:

Activity Check-in	Means of Verification	Timeline
SGC Regular Meeting Re/orientation and discussion of the policy to the SGC of the school.	<ul style="list-style-type: none"> Notice of Meeting SGC Resolution on applicable recommendation Copy of the communication/ transmittal letter to the School Head reflecting the direction of the SGC SGC Resolution recommending the SIP to LSB; Any document recommending policy/ program to the LSB, based on the SIP 	June 22 - July 31, 2026
Participation in the Regular Meeting with the School	<ul style="list-style-type: none"> Notice of Meeting Minutes of the Meeting with SPT on SIP; SGC Quarterly Progress Report 	August 1-15, 2026



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
Cellphone No: • +63 962 681 4945 • +63 992 035 2123
Email Address: nuevavizcaya@deped.gov.ph
Website: <https://sdonuevavizcaya.com>



Republic of the Philippines
Department of Education
 Region II – Cagayan Valley
 Schools Division of Nueva Vizcaya

Planning Team (SPT)	<ul style="list-style-type: none"> • Copy of the communication/ transmittal letter to the School Head reflecting the direction of the SGC • SGC Resolution recommending the SIP to LSB (Any document recommending policy/ program to the LSB, based on the SIP) • SGC Report on the issues/concerns raised during school activities/events • SGC Resolution on the recommendation on ways of improving the quality of SIP, AIP and other DepEd Programs 	
SGC Meetings, Discussions, and Forums with Different School Stakeholders	<ul style="list-style-type: none"> • Notice of Meeting • Minutes of the Meeting with stakeholders on programs, projects, and activities • Copy of the communication/ transmittal letter to the School Head reflecting the direction of the SGC • SGC Resolution on involving various sectors • Documentation of the organized/ conducted program 	August 16-September 15, 2026
Involvement and Participation in Stakeholder-Initiated Programs and Activities	<ul style="list-style-type: none"> • Minutes of the Meeting with stakeholders on stakeholder-initiated programs and activities • SGC Report on the issues/concerns raised during school activities/events 	Throughout August-September 2026
Promotion of Access to School Data and Information through the Transparency Board, School Report Card (SRC), and Other Reports	<ul style="list-style-type: none"> • SGC Resolution on access to information (school data and information); SGC Action Plan on promoting access to information 	September 16-30, 2026
Consolidation and Organization of SGC Documentation	<ul style="list-style-type: none"> • Compilation of Resolutions • Communication Letter • Meeting Minutes • Stakeholder Reports • Organized SGC Portfolio 	On or before September 30, 2026

4. Schools are advised to ensure the availability, completeness, and proper filing of all documentary evidence, including School Orders, attendance sheets, notices and minutes of meetings, resolutions, consultation reports, partnership documents, accomplishment reports, communication letters, and photo documentation, among

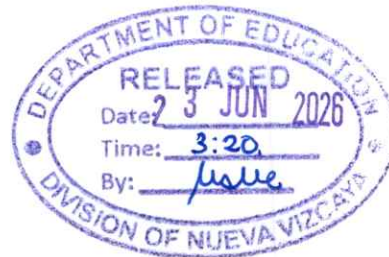


Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

others, as these may be required during the Division monitoring, validation, and functionality assessment activities.

5. Public Schools District Supervisors shall provide technical assistance and closely monitor the implementation of School Governance Council activities in their respective districts to ensure compliance with the provisions of DepEd Order No. 26, s. 2022.
6. Separate guidelines regarding the submission, validation, and assessment of SGC functionality shall be issued through a subsequent memorandum.
7. Immediate dissemination of and strict compliance with this Memorandum are directed.

ORLANDO E. MANUEL Ph.D., CESO V
Schools Division Superintendent



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700

Cellphone No: • +63 962 681 4945 • +63 992 035 2123

Email Address: nuevavizcaya@deped.gov.ph

Website: <https://sdonuevavizcaya.com>