



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

14 July 2026

DIVISION MEMORANDUM
No. 263, s. 2026

ADDENDUM TO DIVISION MEMORANDUM NO. 230, S. 2026
CONDUCT OF TECHNICAL ASSISTANCE WORKSHOP ON THE SCHOOL GOVERNANCE
FUNCTIONALITY ASSESSMENT TOOL FOR PUBLIC ELEMENTARY SCHOOLS

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

1. To ensure the smooth conduct of the Technical Assistance Workshop on the School Governance Functionality Assessment Tool (SGFAT) for Public Elementary Schools, the following provisions are hereby issued as an addendum to Division Memorandum No. 230, s. 2026:

1. Item No. 3 (Participants) is hereby amended to read as follows:

*The participants to the workshop shall be the School Heads **OR** the designated School Governance Council (SGC) Co-Chairperson, provided that the designated Co-Chairperson is not handling classes during the conduct of the activity to avoid disruption of classroom instruction and learning delivery.*

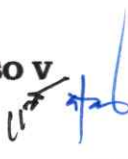
2. Considering that the activity is a workshop requiring actual completion of online assessment tools and hands-on computer-based tasks, all participants are required to bring the following:

- a. Laptop computer in good working condition;
- b. Extension cord and other necessary computer accessories;
- c. Active DepEd official e-mail account credentials of the school; and
- d. Pocket WiFi device and/or available mobile data connection as contingency measures.

3. While internet connectivity will be provided at the venue, participants are advised to secure alternative internet access through pocket Wi-Fi devices or mobile data to ensure uninterrupted participation in the event of connectivity issues.

4. All other provisions of Division Memorandum No. 230, s. 2026 shall remain in full force and effect.

5. Immediate dissemination of and compliance with this Addendum is directed.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent
07-2026-468  



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Republic of the Philippines
Department of Education

Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

17 June 2026

DIVISION MEMORANDUM
No. 230, s. 2026

**CONDUCT OF TECHNICAL ASSISTANCE WORKSHOP ON THE SCHOOL
GOVERNANCE COUNCIL (SGC) FUNCTIONALITY ASSESSMENT TOOL
FOR PUBLIC ELEMENTARY SCHOOLS**

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 School Heads
All others concerned

1. In line with the Department of Education's commitment to strengthening participatory governance and stakeholder engagement in schools, the institutionalization of School Governance Councils (SGCs) continues to be reinforced through DepEd Order No. 26, s. 2022, which establishes SGCs as a mechanism for shared governance and community participation in school decision-making. To support the effective implementation and assessment of SGCs, the Schools Division Office of Nueva Vizcaya shall conduct a Technical Assistance Workshop on the School Governance Council (SGC) Functionality Assessment Tool for all public elementary school heads.

2. The activity aims to strengthen the capacity of school heads in the proper administration and accomplishment of the assessment tool and to improve the quality of evidence and documentation necessary for evaluating and enhancing SGC functionality. Specifically, it aims to:

- a. orient school heads on the policies, standards, and guidelines governing the establishment and operationalization of School Governance Councils pursuant to DepEd Order No. 26, s. 2022;
- b. provide technical assistance on the proper administration, completion, validation, and submission of the SGC Functionality Assessment Tool for public elementary schools; and
- c. enhance the capability of school heads in generating, organizing, and utilizing assessment results to strengthen stakeholder engagement and improve school governance practices.

3. The participants to this activity are the School Heads of all Public Elementary Schools in the Schools Division of Nueva Vizcaya.

4. The Technical Assistance Workshop shall be conducted in three (3) batches at the SDO Conference Hall, Bayombong, Nueva Vizcaya, as follows:

Batch	Date
Batch 1	July 28, 2026 ✓
Batch 2	July 29, 2026 ✓
Batch 3	July 30, 2026



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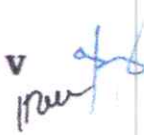
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The corresponding list of districts per batch is provided in Enclosure No. 1.

Prior to the conduct of the workshop, a Staff Orientation Workshop for the Division facilitators and technical working group members shall be conducted on July 23, 2026 at the same venue.

5. Expenses to be incurred during the activity shall be charged to HRTD 2026 while the transportation expense of the participants shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum is desired.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent
06-2026-413 





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

Enclosure No. 1 of DM No. 290 s. 2026

**List of Districts per Batch for the Conduct of the Technical Assistance Workshop
on the SGC Functionality Assessment Tool**

Batch 1 - July 28, 2026

Districts	No. of School Heads/Participants
Dupax del Norte I	10
Solano I	11
Bagabag I	12
Villaverde	12
Aritao West	12
Bayombong I	12
Eastern Kayapa	19
Kasibu East	11
Dupax del Norte II	11
Total	110

Batch 2 - July 29, 2026

Districts	No. of School Heads/Participants
Aritao East	13
Kasibu West	22
Western Kayapa	21
Solano II	12
Bayombong II	15
Bagabag II	12
Santa Fe	15
Total	110

Batch 3 - July 30, 2026

Districts	No. of School Heads/Participants
Alfonso Castaneda	10
Ambaguio	16
Diadi	19
Dupax del Sur	17
Quezon	18
Bambang II	14
Bambang I	16
Total	110