Office of the Schools Division Superintendent

November 11, 2026

DIVISION MEMORANDUM
No. 954, s. 2026

CONDUCT OF SCHOOL GOVERNANCE COUNCIL (SGC) FUNCTIONALITY DIVISION-BASED ONLINE VALIDATION

To: Division Field Technical Assistance Composite Team
School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 026, s. 2022, titled *Implementing Guidelines on the Establishment of School Governance Council*, this Office, shall conduct the School Governance Council (SGC) Functionality Division-Based Online Validation to assess the compliance of schools with the recommendations provided during the recently conducted Cluster-Based Validation cum Technical Assistance Provision.

2. All schools that underwent the Cluster-Based Validation shall review the validation findings, address the identified gaps, and implement the recommendations and technical assistance provided by the validators.

3. Upon addressing the identified gaps and incorporating the necessary revisions, School Heads shall ensure the completeness, accuracy, and proper organization of their SGC Means of Verification (MOVs) and upload the updated documents through the SDO-level SGC MOVs submission link (https://tinyurl.com/xdmvez8d) on or before **November 27, 2026**, for the Division-Based Online Validation.

4. Attached is the list of members of the Division SGC Functionality Validation Team, including their respective email addresses, which shall be used to grant them Editor access to the Google Drive folders of their assigned schools.

5. The Division Field Technical Assistance Composite Team (DFTACT) shall provide follow-through technical assistance to concerned schools to facilitate compliance with the validation requirements and address the identified areas for improvement.

6. All School Heads are enjoined to ensure the timely submission of the required MOVs and take appropriate actions to strengthen the functionality and sustain the effective operation of their respective School Governance Councils.

7. It is to be noted that the uploading of SGC Means of Verification (MOV) documents to the regional-level online platform shall be undertaken only after the

completion of the Division-Based Online Validation and upon receipt of official clearance from the Division SGC Functionality Validation Team.

8. Attached is the composition of the Division SGC Functionality Validation Team assigned per cluster.

9. Immediate dissemination of and compliance with this Memorandum are directed.

MANUEL P. ALBAÑO PhD, CESO V
Schools Division Superintendent

11/12/24

Enclosures: As stated
Reference: As stated

To be indicated in the Perpetual Index under the following subjects:
School Governance Council *Assessment* *TA Provision* *Validation*

BAYBAY CITY DIVISION
RELEASED
DATE: NOV 12 2026
BY: 1:05
BAYBAY CITY, LEYTE

Division SGC Functionality Validation Team

Cluster	Indicators	Validators	Email Address
North	Functional Indicators 1 – 3	Dr. Jo-Ann Cerna-Rapada	joann.cerna002@deped.gov.ph
	Functional Indicators 4 – 6	Jose Aldrin F. Avellana	josealdrin.avellana@deped.gov.ph
	Functional Indicators 7 – 9	Francis B. Recto	francis.recto@deped.gov.ph
	Functional Indicators 10 – 12	Dr. Deowel F. Abapo	deowel.abapo@deped.gov.ph
South	Functional Indicators 1 – 3	Dr. Ritchel Marie B. Villamor	ritchel.villamor@deped.gov.ph
	Functional Indicators 4 – 6	Mariel A. Itlanas	mariel.itlanas@deped.gov.ph
	Functional Indicators 7 – 9	Dr. Irene B. Mangle	irene.mangle001@deped.gov.ph
	Functional Indicators 10 – 12	Dr. Mariam G. Aranas	mariam.aranas@deped.gov.ph
East	Functional Indicators 1 – 3	Rosalinda P. Pael	rosalinda.pael@deped.gov.ph
	Functional Indicators 4 – 6	Marck Anthony M. Suyom	marckanthony.suyom@deped.gov.ph
	Functional Indicators 7 – 9	Margilina C. Mendoza	margilina.mendoza@deped.gov.ph
	Functional Indicators 10 – 12	Dr. Federico V. Altivo	federico.altivo001@deped.gov.ph
West	Functional Indicators 1 – 3	Dr. Ma. Liwayway N. Lumanta	maliwayway.lumanta@deped.gov.ph
	Functional Indicators 4 – 6	Dr. Wilson A. Aureo	wilson.aureo@deped.gov.ph
	Functional Indicators 7 – 9	Dr. Jasper Paul A. Ycoy	jasperpaul.ycoy@deped.gov.ph
	Functional Indicators 10 – 12	Dr. Beth Catherine M. Dongon	bethcatherine.dongon@deped.gov.ph