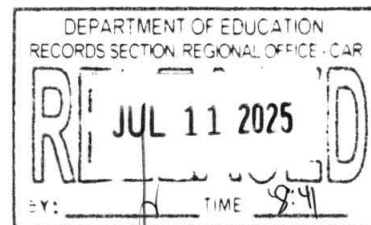




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



July 10, 2025

REGIONAL MEMORANDUM
NO. 495.2025

RELEASE OF SGC ADVOCACY MATERIAL: TO-DO CALENDAR

To: Asst. Regional Director
 Schools Division Superintendents
 Schools Division SGC Coordinators
 Secondary School Heads
 All others Concerned

1. In line with **DM-OUHROD-2025-1774** issued by the Office of the Undersecretary of Human Resources and Organizational Development, the Department of Education – Cordillera Administrative Region (DepEd-CAR), through the Field Technical Assistance Division (FTAD), issues this memorandum to facilitate the release of SGC Calendar Advocacy Material or the To-Do Calendar.
2. To strengthen the implementation of School Governing Council (SGC), the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) has developed the **SGC To-Do Calendar** which serves as practical guide for building and sustaining a functional SGC. It helps councils stay organized, aligned with school goals, and focused on continuous improvement.
3. All secondary schools are advised to access the SGC To-Do Calendar; it can be downloaded from the following links:
 - a. For Schools with **no existing SGC**: tinyurl.com/SGCCalendar1
 - b. For Schools with **existing SGC**: tinyurl.com/SGCCalendar2
4. Attached is DM-OUHROD-2025-1774 for your reference.
5. For further inquiries and clarifications, please contact FTAD through its email address, car.ftad@deped.gov.ph
6. Immediate dissemination of and compliance to this Memorandum is desired.


ESTELA P. LEON-CARIÑO EdD, CESO III
 Director IV / Regional Director

FTAD/EHM/marj



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

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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