



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF LUCENA CITY**

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10 January 2024

**DIVISION MEMORANDUM**  
SGO-2024-007

**RECONSTITUTION OF DIVISION COMPOSITE TEAM  
FOR SCHOOL GOVERNANCE COUNCIL**

TO : OIC – Asst. Schools Division Superintendent  
Chief Education Supervisors – SGOD & CID  
School Heads, Public Elementary, Secondary and Integrated Schools  
Public Elementary and Secondary Teachers  
All Others Concerned

1. In reference to DepEd Order No. 26, s. 2022 “Implementing Guidelines on the Establishment of School Governance Council” and in response to the mandate of the Department of Education, Regional Office CALABARZON, this Office announces the Division Composite Team for School Governance Council.

**Chair:** Mr. Phillip B. Gallendez, OIC-ASDS

**Members:**

Dr. Epifania F. Carandang, SGOD Chief  
Ms. Josephine T. Natividad, CID Chief  
Dr. Karina R. Bautista, EPS  
Dr. Rey Mark R. Queaño, PSDS  
Ms. Karen Jane P. Montero, EPS-II SMME  
Mr. Pascual C. La Rosa Jr., SBM Coordinator

2. They shall serve the following responsibilities:
  - a. Orient and conduct capacity-building activities for school heads and personnel.
  - b. Formulate operational guidelines and/or implementation plans which are consistent with those of the RO’s and with national policies.
  - c. Provide assistance to the schools in resolving issues and concerns raised pertinent to the conduct of SGC election.
  - d. Maintain database of the officers-elect of the SGC for reference purposes.
  - e. Administer situation assessment and needs analysis of schools in implementing guidelines.
  - f. Ensure compliance of procedures in the removal from office of the SGC members.
  - g. Maintain a list of SGC members who have been disqualified; and



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- h. Monitor performance of the SGCs vis-à-vis implementation of programs, projects, and activities of the council.
  - i. Track and analyze the implementation and results of Technical Assistance interventions.
  - j. Monitor the implementation of the guidelines.
3. For further queries and clarification, you may contact the SGOD - School Management, Monitoring and Evaluation Unit through SEPS Dr. Pascual C. La Rosa, Jr and Ms. Karen Jane P. Montero, EPS -II at SGOD Telephone No. (042) 421-4161 Local 234.
4. Immediate dissemination of this Memorandum is desired.

  
**SUSAN DL. ORIBIANA**   
Schools Division Superintendent 

*PJ/smme*