



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division

Superintendent

MAY 08 2024

MEMORANDUM

No. 146, s. 2024

**TEMPLATES FOR SCHOOL GOVERNANCE COUNCIL (SGC)
RELATED ACTIVITIES AND PROCESSES**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Program Supervisor, School Governance and Operations Division
Public Secondary School Heads/ OICs
Administrative Officer V
All Others Concerned

1. This Office acknowledges all Public Secondary Schools for making School Governance Council a functional structure for shared governance and feedback mechanism in the school operations.

2. As a gesture of continued support for these advocacies, the Division encourages the schools, through its SGCs, to appropriately use the attached templates in all relevant activities and process, as follows:

- *Organizational Structure*
- *Official List of Members*
- *Notice of Meeting*
- *Minutes of Meeting with Attendance Sheet*
- *Action Plan*
- *Resolution*
- *Project Concept Note*
- *Progress Report*
- *Monitoring and Evaluation Report*
- *Project Documentation*
- *Transmittal*
- *Certificate of Membership*
- *Certificate of Participation*

3. For wide dissemination and strict compliance of all concerned.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent

Enclosure: As stated

References: As stated

To be indicated in the Perpetual Index
under the following subjects:

GOVERNANCE

ORGANIZATION

TEMPLATES

ZPLG/ DM / Templates For School Governance Council (SGC) Related Activities And Processes

146 / May 6, 2024

UN-2024-146



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
 (02) 805-9935, (02) 805 - 9940
 sdomuntinlupa@gmail.com

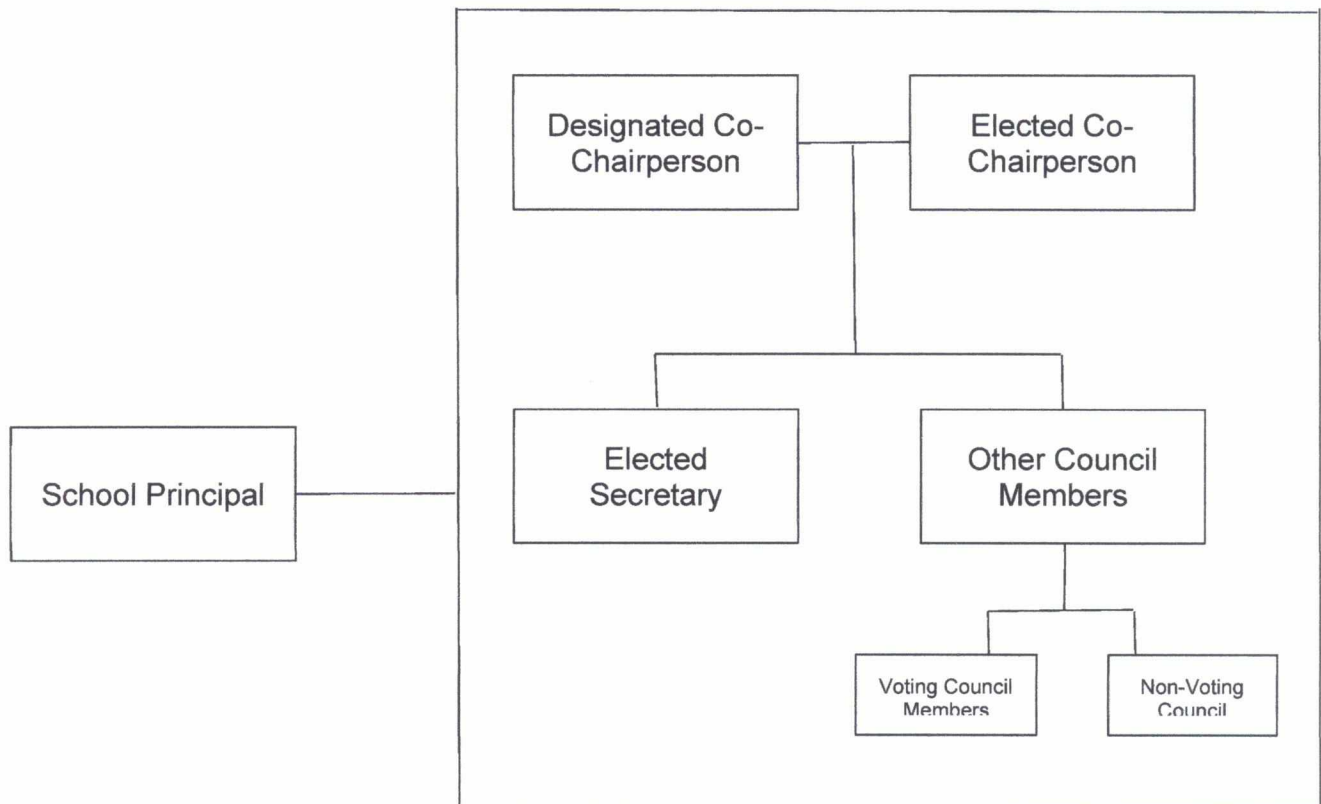




Republika ng Pilipinas
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[REGION]
[DIVISION]
[SCHOOL]
[ADDRESS]
S/Y__-__

**SCHOOL GOVERNANCE COUNCIL
ORGANIZATIONAL STRUCTURE**



[OFFICE ADDRESS]
[CONTACT DETAILS]
[EMAIL ADDRESS]



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[REGION]
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[SCHOOL]
[ADDRESS]
S/Y__-__

**SCHOOL GOVERNANCE COUNCIL
OFFICIAL LIST OF MEMBERS**

Full Name	Position	Organization <i>(SGC and Representing Organization)</i>
1.	SGC Elected Co-Chairperson	
2.	SGC Designated Co-Chairperson	
3.	SGC Secretary	
4.	SGC Voting Member	
5.	SGC Voting Member	
6.	SGC Voting Member	
7.	SGC Voting Member	
8.	SGC Voting Member	
9.	SGC Voting Member	
10.	SGC Voting Member	
11.	SGC Voting Member	
12.	SGC Voting Member	
13.	SGC Voting Member	
14.	SGC Voting Member	
15.	SGC Voting Member	
16.	SGC Non-Voting Member	
17.	SGC Non-Voting Member	
18.	SGC Non-Voting Member	

[OFFICE ADDRESS]
[CONTACT DETAILS]
[EMAIL ADDRESS]



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SCHOOL GOVERNANCE COUNCIL

NOTICE OF MEETING

TO: **SGC MEMBERS**

FROM: **[NAME AND SIGNATURE OF CO-CHAIRPERSON]**

SGC Co-Chairperson

[Region]

[Division]

[School Name]

[NAME AND SIGNATURE OF CO-CHAIRPERSON]

SGC Co-Chairperson

[Region]

[Division]

[School Name]

SUBJECT: **[INSERT SUBJECT]**

DATE & TIME: **[INSERT DATE]**

VENUE: **[INSERT VENUE/MODE]**

INTRODUCTION:

[Insert brief description of the purpose of the meeting]

AGENDA:

The SGC of **[SCHOOL NAME]** invites its members for a meeting to discuss the following:

- Agenda #1
- Agenda #2
- Agenda #3
- Agendan #4

For inquiries, please contact **[SECRETARY NAME]** at (##) ###-#### or email at _____.



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[REGION]

[DIVISION]

[SCHOOL]

[ADDRESS]

S/Y__-__

**SCHOOL GOVERNANCE COUNCIL
MINUTES OF THE SGC MEETING**

Date & Time

Venue

A. ATTENDANCE *(See the attached separate Attendance Sheet with attendees' signature)*

Present

	NAME	POSITION	ORGANIZATION <i>(SGC and Representing Organization)</i>
1.			
2.			
3.			
4.			
5.			

Absent

	NAME	POSITION	ORGANIZATION <i>(SGC and Representing Organization)</i>
6.			
7.			
8.			
9.			
10.			

[OFFICE ADDRESS]

[CONTACT DETAILS]

[EMAIL ADDRESS]

B. QUORUM

[Indicate percentage of present attendees and state if quorum is established]

C. DISCUSSION PROPER

[Insert Brief Introduction]

AGENDA/TOPIC	DISCUSSION	AGREEMENTS/RESOLUTION (if any)
[Agenda 1]	<ul style="list-style-type: none">• [Discussion Point 1]• [Discussion Point 2]• [Discussion Point 3]	<ul style="list-style-type: none">• [Agreement/Resolution]• [Agreement/Resolution]• [Agreement/Resolution]
[Agenda 2]	<ul style="list-style-type: none">• Discussion Point 1]• [Discussion Point 2]• [Discussion Point 3]	<ul style="list-style-type: none">• [Agreement/Resolution]• [Agreement/Resolution]• [Agreement/Resolution]
[Agenda 3]	<ul style="list-style-type: none">• Discussion Point 1]• [Discussion Point 2]• [Discussion Point 3]	<ul style="list-style-type: none">• [Agreement/Resolution]• [Agreement/Resolution]• [Agreement/Resolution]
[Agenda 4]	<ul style="list-style-type: none">• Discussion Point 1]• [Discussion Point 2]• [Discussion Point 3]	<ul style="list-style-type: none">• [Agreement/Resolution]• [Agreement/Resolution]• [Agreement/Resolution]
[Agenda 5]	<ul style="list-style-type: none">• Discussion Point 1]• [Discussion Point 2]• [Discussion Point 3]	<ul style="list-style-type: none">• [Agreement/Resolution]• [Agreement/Resolution]• [Agreement/Resolution]
[Agenda 6]	<ul style="list-style-type: none">• Discussion Point 1]• [Discussion Point 2]• [Discussion Point 3]	<ul style="list-style-type: none">• [Agreement/Resolution]• [Agreement/Resolution]• [Agreement/Resolution]

ATTENDANCE SHEET

Date & Time

Venue

(Handwritten)

	NAME	POSITION	ORGANIZATION ORGANIZATION <i>(SGC and Representing Organization)</i>	SIGNATURE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

[OFFICE ADDRESS]

[CONTACT DETAILS]

[EMAIL ADDRESS]



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[ADDRESS]
S/Y__-__

SCHOOL GOVERNANCE COUNCIL

ACTION PLAN

S/Y__-__

AREAS OF CONCERN	PRIORITIZED NEEDS	OBJECTIVE	ACTIVITIES	EXPECTED OUTPUTS	TIME FRAME	RESOURCES	
						Persons Involved	Materials



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SCHOOL GOVERNANCE COUNCIL

[REGION]
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RESOLUTION NO. __
SERIES OF ____

A RESOLUTION ON _____ *[State the Subject]*

WHEREAS, _____ *[State the Subject]*

WHEREAS, _____ *[State the Subject]*

WHEREAS, _____ *[State the Subject]*

WHEREAS, _____ *[State the Subject]*

WHEREAS, _____ *[State the Subject]*

WHEREAS, _____ *[State the Subject]*

WHEREAS, _____ *[State the Subject]*

WHEREAS, _____ *[State the Subject]*

WHEREAS, _____ *[State the Subject]*

RESOLVED AS IT IS HEREBY RESOLVED THAT _____ *[State details]*

RESOLVED FURTHER THAT _____ *[State details]*

WE HEREBY CERTIFY TO THE CORRECTNESS OF THE FOREGOING RESOLUTION.

UNANIMOUSLY APPROVED; this [day] of [month], [year] at [name of school]

Prepared by: _____

[OFFICE ADDRESS]
[CONTACT DETAILS]
[EMAIL ADDRESS]



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[ADDRESS]

S/Y__-__

SCHOOL GOVERNANCE COUNCIL

PROJECT CONCEPT NOTE

PROJECT TITLE	
PROJECT SUPERVISOR	
ORGANIZATION	
START DATE	
END DATE	

BACKGROUND:

[Insert exhaustive background stating the purpose of the project/ activity]

OBJECTIVE/S:

The project aims to:

1. Obj1
2. Obj2
3. Obj3

MAIN ACTIVITIES:

The main activities to be conducted for this project are:

1. MA1
 - a. Specific activity
2. MA2
 - a. Specific activity
3. MA3
 - a. Specific activity

EXPECTED ACCOMPLISHMENTS:

The project aims to accomplish the following:

1. EA1
2. EA2
3. EA3

INDICATORS OF ACHIEVEMENT:

The following scenarios indicate achievement of the objectives:

1. IA1
2. IA2
3. IA3



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**SCHOOL GOVERNANCE COUNCIL
QUARTERLY PROGRESS REPORT**

First Quarter

Program/ Activity	Objectives	Accomplishment	% of Accomplishment	Accomplishment Status (Accomplished, Ongoing, Pending)	Date Accomplished

[OFFICE ADDRESS]
[CONTACT DETAILS]
[EMAIL ADDRESS]



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S/Y__-__

SCHOOL GOVERNANCE COUNCIL
MONITORING AND EVALUATION REPORT

Quarter ____

Program/ Activity	Objectives/Target	Date of Monitoring	Accomplishment	% of Accomplishment	Accomplishment Status (Complete, Partial, Ongoing, Pending)	Issues/ Concerns	Recommendations / Action Points



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**SCHOOL GOVERNANCE COUNCIL
DOCUMENTATION**

[INSERT PROJECT TITLE]

OVERVIEW:

[Insert project overview, including the date, venue, attendees, & leading organization]

OBJECTIVE/S:

The project aims to:

1. Obj1
2. Obj2
3. Obj3
4. Obj4

ACTIVITIES CONDUCTED:

[Insert description of the activities conducted *with photo documentation*]

[INSERT PHOTO DOCUMENTATION/S]

[Activity, Location, Persons Involved]

CURRENT STATUS:

[Insert description of the status quo *with or without photo documentation*]

ACCOMPLISHMENTS/ISSUES/ CONCERNS:

[Insert description of accomplishments/Issues/ Concerns *with photo documentation*]

[INSERT PHOTO DOCUMENTATION/S]

[Short Description]



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SCHOOL GOVERNANCE COUNCIL
TRANSMITTAL

TO : [NAME OF RECIPIENT OFFICE HEAD]
[POSITION]
[OFFICE]

FROM : [NAME AND SIGNATURE OF SENDER OFFICE HEAD]
[POSITION]
[OFFICE]

SUBJECT : [INSERT SUBJECT]

DATE : [INSERT DATE]

INTRODUCTION:

[Insert brief description of project/resolution/agreement facilitated through this transmittal letter]

TRANSMITTAL:

In this regard, this is to submit the [Document/Attachment Name Submitted] (see [Annex A*]).

[Insert Document/Attachment Description]

**make sure to attach the referred document as ANNEX to this transmittal letter*

Thank you!

[OFFICE ADDRESS]
[CONTACT DETAILS]
[EMAIL ADDRESS]



Republic of the Philippines

Department of Education

[Region]

[Division]

[Name of School]

[Address]

S/Y__-__

Certificate of Membership

This certifies that

is the [position] of the [Name of School School Governance Council] for the S/Y__-__.

Given this [day] of [month] 20__ at [name of school]

[Name and Signature, School Principal]

[School Name]



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[Address]

S/Y__-__

awards this

Certificate of Participation

to

for his/her active participation during the

[INSERT EVENT TITLE]

Given on the [DAY] of [MONTH] [YEAR] at [LOCATION]

[SGC CO-CHAIRPERSON]

Elected Co-Chairperson

School Governance Council

[School Name]

[School Principal]

School Principal

[School Name]

[SGC CO-CHAIRPERSON]

Designated Co-Chairperson

School Governance Council

[School Name]