



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

**Office of the Schools Division
Superintendent**

FEB 03 2026

MEMORANDUM

No. 053 s. 2026

**FORMS AND TEMPLATES FOR SCHOOL GOVERNANCE COUNCIL (SGC)
FUNCTIONALITY**

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

1. This is in relation to the Division campaign towards functionalizing SGC in all public schools. It is a structure for shared governance and a feedback mechanism that provides venue for parents, learners, teaching and non-teaching personnel, community stakeholders, and the school heads to work together towards continuously improving learning outcomes and promoting the rights of children in basic education context.

2. The attached ready to use forms and templates facilitate the process and promote standards on their documentation and reporting:

- a. Action Plan
- b. Certificate of Participation
- c. Documentation Report
- d. Membership Certificate
- e. Minutes of the Meeting
- f. Minutes of the Meeting
- g. Monitoring and Evaluation
- h. Notice of Meeting
- i. Official List of SGC Members
- j. Organizational Chart
- k. Project Brief
- l. Quarterly Progress Report
- m. Resolution
- n. Transmittal Letter

053

NUM-2026-053



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
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dened-muntinlupa.com

ATC
160D

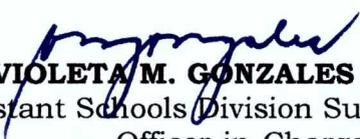
3. The above forms and templates may also be accessed through this Google Drive Link: <https://surl.lu/syawgj>

3. A Division orientation is organized to all SGC Co-Chairpersons on February 19, 2026, 2:00 P.M. through this Link:

<https://bit.ly/M07-SGC-FORMS-TEMPLATES>



4. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: As stated
References: As stated
To be indicated in the Perpetual Index
under the following subjects:

SGC

FORMS

TEMPLATES

ZPLG / DM / FORMS AND TEMPLATES FOR SCHOOL GOVERNANCE COUNCIL (SGC) FUNCTIONALITY
053 / February 2, 2026

NUM-2026-053



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
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Republic of the Philippines
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[REGION]
[DIVISION]
[SCHOOL]
[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

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

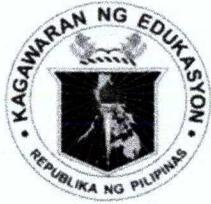
Prepared by:

[insert full name & signature, SGC Secretary]

Approved by:

insert full name & signature, SGC Elected Co-Chairperson]

[insert full name & signature, SGC Designated Co-Chairperson]



Republic of the Philippines

Department of Education

[Region]

[Division]

[Name of School]

[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]*

[SGC CO-CHAIRPERSON]

*Designated Co-Chairperson
School Governance Council
[School Name]*

[School Principal]

*School Principal
[School Name]*



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

**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]

Prepared by:

[insert full name & signature, SGC Secretary]

Approved by:

[insert full name & signature, SGC Elected Co-Chairperson]

[insert full name & signature, SGC Designated Co-Chairperson]

[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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[REGION]
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[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.			

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] 	<ul style="list-style-type: none"> ● [Agreement/Resolution] ● [Agreement/Resolution]

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

D. CLOSING:

The meeting was adjourned at _____.

Prepared by:

[insert full name & signature, SGC Secretary]

Approved by:

[insert full name & signature, SGC Elected Co-Chairperson]

[insert full name & signature, SGC Designated Co-Chairperson]



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[REGION]
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[ADDRESS]
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

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



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

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 _____.



Republic of the Philippines
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[REGION]
[DIVISION]
[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]

Prepared by:

[insert full name & signature, SGC Secretary]

Approved by:

[insert full name & signature, SGC Elected Co-Chairperson]

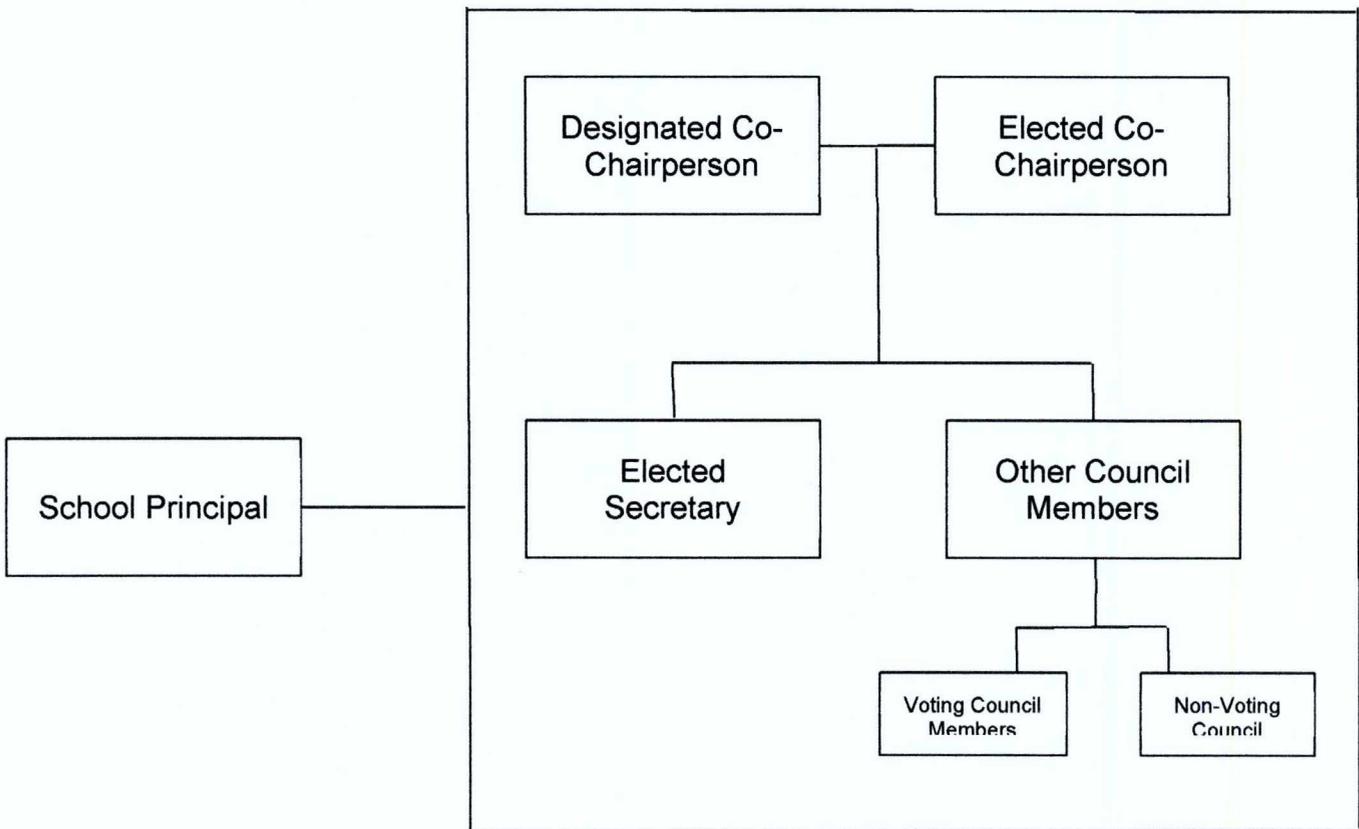
[insert full name & signature, SGC Designated Co-Chairperson]



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[REGION]
[DIVISION]
[SCHOOL]
[ADDRESS]
S/Y _- _

**SCHOOL GOVERNANCE COUNCIL
ORGANIZATIONAL STRUCTURE**



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

Prepared by:

[insert full name & signature, SGC Secretary]

Approved by:

[insert full name & signature, SGC Elected Co-Chairperson]

[insert full name & signature, SGC Designated Co-Chairperson]



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[REGION]
[DIVISION]
[SCHOOL]
[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

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

BUDGETARY REQUIREMENTS:

ITEM	QUANTITY	UNIT PRICE	TOTAL	GRAND TOTAL

Prepared by:

[insert full name & signature, SGC Secretary]

Approved by:

[insert full name & signature, SGC Elected Co-Chairperson]

[insert full name & signature, SGC Designated Co-Chairperson]



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[SCHOOL]
[ADDRESS]
S/Y__-__

**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]

Prepared by:

[insert full name & signature, SGC Secretary]

Approved by:

[insert full name & signature, SGC Elected Co-Chairperson]

[insert full name & signature, SGC Designated Co-Chairperson]



Republic of the Philippines
Department of Education
SCHOOL GOVERNANCE COUNCIL

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

RESOLUTION NO. __
SERIES OF _____

A RESOLUTION ON _____ *[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]

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

Prepared by:

[Full name & signature, SGC Secretary]

Attested by:

[Full name & Signature of the following]:

[Voting Member, SGC and Rep Organization] [Voting Member, SGC and Rep Organization] [Voting Member, SGC and Rep Organization]

[Voting Member, SGC and Rep Organization] [Voting Member, SGC and Rep Organization] [Voting Member, SGC and Rep Organization]

[Voting Member, SGC and Rep Organization] [Voting Member, SGC and Rep Organization] [Voting Member, SGC and Rep Organization]

[Voting Member, SGC and Rep Organization] [Voting Member, SGC and Rep Organization] [Voting Member, SGC and Rep Organization]

[SGC Elected Co-Chairperson]

[SGC Designated Co-Chairperson]

[School Principal]

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



Republic of the Philippines
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[REGION]
[DIVISION]
[SCHOOL]
[ADDRESS]
S/Y__-__

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]

SCHOOL GOVERNANCE COUNCIL MEETING

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]