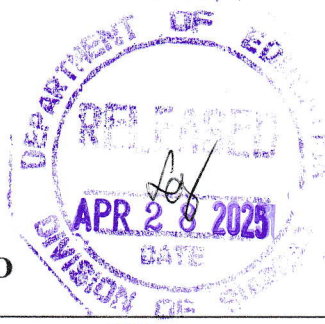




Republic of the Philippines  
Department of Education  
CARAGA REGION  
SCHOOLS DIVISION OF SIARGAO



Office of the Schools Division Superintendent

April 28, 2025

**DIVISION MEMORANDUM**

No. **04-137**, 2025

**SUBMISSION OF SCHOOL GOVERNANCE COUNCIL (SGC) RESOLUTION RE:  
PROCLAMATION OF THE OFFICER-ELECT**

To: CID Chief  
SGOD Chief  
Head of Sections/Units  
PSDS/District In-Charge  
Elementary and Secondary School Principals/ Head Teachers/ School In-Charge  
All other concerned

1. Pursuant to DepEd Order No. 26, s. 2022 re: Implementing Guidelines on the Establishment of School Governance Council, it is mandated that all public elementary and secondary schools shall establish a School Governance Council (SGC) and follow the guidelines set.
2. A resolution proclaiming the officers-elect, signed by the School Head, shall be submitted to the School Management, Monitoring and Evaluation (SMME) unit through this link: <https://forms.office.com/r/iRUvkU1Umr> on or before May 9, 2025. The submitted resolution shall be final and executory and not subject to an election protest. A sample resolution (Enclosure 1) may be used as a reference and can be downloaded through this link: <https://tinyurl.com/SiaSGCReso>
3. It is hereby advised that the SGC Resolution on the Proclamation of Officers-elect shall be circulated and posted on the transparency board and other areas within the school vicinity.
4. PSDSs/DICs are hereby advised to monitor regularly the submission of the Resolution of the schools.
5. For immediate dissemination and compliance.

**MANUEL O. CABERTE**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Reference: DepEd Order No. 26, s. 2022

Encl's:

To be indicated in the **PERPETUAL INDEX** under the following subjects:

SGC

sgod/adg  
04/28/25



Address: Brgy. Osmeña, Dapa, Surigao del Norte, 8417

Contact No.: 09190040217

Website: [sdosiargao.com](http://sdosiargao.com)

[siargao@deped.gov.ph](mailto:siargao@deped.gov.ph)

DepEd Siargao



**Republic of the Philippines**  
**Department of Education**  
**SCHOOL GOVERNANCE COUNCIL**

[REGION]

[DIVISION]

[SCHOOL]

[ADDRESS]

S/Y\_\_-\_\_

**Excerpt from the**

*Minutes of the Election of Officers of (Name of School)-School Governance Council held last (date) at the (venue)*

**Present Attendees:**

*[State Attendees full name and organization]*

**RESOLUTION NO. \_\_**  
**SERIES OF 2025**

**A RESOLUTION** PROCLAIMING THE OFFICER-ELECT OF (NAME OF SCHOOL)-SCHOOL GOVERNANCE COUNCIL

**WHEREAS**, based on the votes casted by the SGC Voting Members, the following are the elected officers of (Name of School)-School Governance Council as follows:

Elected Co-Chairperson :  
Secretary :

**WHEREAS**, as stipulated in DepEd Order No. 26, s. 2022, the SGC Officers and Members shall serve for the three(3) years effective on \_\_\_\_\_, 2025 until \_\_\_\_\_, 2028.

**RESOLVED AS IT IS HEREBY RESOLVED THAT** by virtue of the results of the SGC Election, be it resolved to proclaim the elected SGC Officers stated above this \_\_\_\_\_ day of April, 2025.

**RESOLVED FURTHER THAT** copies of this resolution be furnished to the Schools Division Office-Schools Governance and Operations Division(SDO-SGOD), School Head, SGC Secretary, and must be circulated and posted on the transparency board and other public areas within the school vicinity.

**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, Organization]      [Voting Member, Organization]      [Voting Member, Organization]

[Voting Member, Organization]      [Voting Member, Organization]      [Voting Member, Organization]

[Voting Member, Organization]      [Voting Member, Organization]      [Voting Member, Organization]

[Voting Member, Organization]      [Voting Member, Organization]      [Voting Member, Organization]

[SGC Elected Co-Chairperson]

[SGC Designated Co-Chairperson]

[School Principal]

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