

Republic of the Philippines  
**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**

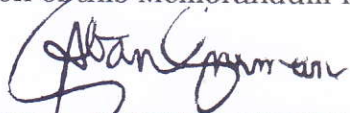
November 29, 2023

**DIVISION MEMORANDUM**  
No. 423, s. 2023

**PRE - ASSESSMENT OF SCHOOL GOVERNANCE COUNCIL (SGC)  
SUPPORTING DOCUMENTS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Education Program Supervisors  
Public Schools District In-Charge (PSDICs)  
Elementary and Secondary School Heads  
All Others Concerned  
This Division

1. To establish a time efficient processes in gathering reliable supporting documents for the School Governance Council Functionality, the Monitoring and Evaluation section through the office of the School Governance and Operations Division will conduct pre-assessment of documents and other mode of verification (MOV) in your respective schools starting December 11, 2023 onwards.
2. This activity aims to ensure accuracy of documents before uploading in the SGC online functionality tool. It is expected that all secondary and integrated schools will cooperatively prepare all the necessary documents prior to their schedule of assessment.
3. Uploading of documents will be done after the validation and assessment.
4. Attached is the list of the Division SGC Composite Team who will facilitate in the pre-assessment of documents.
5. Immediate dissemination of this Memorandum is highly desired.

  
12/1/23  
**SHAMBAEH A. ABANTAS-USMAN, PhD, CESE**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

Enclosure to the Division Memorandum No.428, s. 2023

<b>School Governance Council (SGC) Composite Team</b>		
<b>Name</b>	<b>Position</b>	<b>Station</b>
Lorena P. Serrano	Chairman	Division Office
Lorna C. Peñonal	Co-chairman	Division Office
Redeemer D. Denapo	Member	Division Office
Dorothy P. Neri	Member	Division Office
Shieldon F. Honculada	Member	Division Office
Sherly C. Alivio	Member	Division Office
Arniel B. Mehoy	Member	Division Office
Bride Joy M. Candano	Member	Division Office