



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION  
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By: *[Signature]*

**DIVISION MEMORANDUM**

No. 411, s. 2023

To: **ALIENA S. DAJAY** - Assistant Schools Division Superintendent  
**LORENZO O. CAPACIO** - SGOD – ES Chief  
**EDELINA M. EBORA** - SEPS- SMME / SBM Coordinator  
**MARSFIFTH M. MAMAWAG** - SEPS – SMN  
**MARY GLADYS J. DUBLAS** - EPS II - SMME

From: *[Signature]* **CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent

Date: **September 29, 2023**

Subject: **COMPOSITION OF THE DIVISION SCHOOL GOVERNANCE COUNCIL  
COMPOSITE TEAM (SGC)**

1. Pursuant to DepEd Order No. 26, s. 2023 re: Implementing Guidelines on the establishment of the School Governance Council (SGC), the field is hereby informed on the composition of the Division Composite Team of the SGC Functionality Assessment Validation, to wit:

Chairman: **ALIENA S. DAJAY, CESE**  
Assistant Schools Division Superintendent

Members: **LORENZO O. CAPACIO, EdD**  
SGOD ES-Chief

**EDELINA M. EBORA**  
SEPS-SMME/SBM Coordinator

**MARSFIFTH M. MAMAWAG**  
SEPS – SMN

**MARY GLADYS J. DUBLAS**  
EPS II - SMME

2. The Division Composition Team is expected to perform the following functions:  
a. orients and conducts capacity-building activities for the school heads and other personnel;



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- b. monitors the submission of the SGC Functionality Assessment;
  - c. validates and verifies the data submitted by the School SGC;
  - d. provides technical assistance if necessary;
  - e. consolidates the result of SGC Functionality Assessment and submits to the Regional and Central Office.
3. Immediate and wide dissemination of this Memorandum is hereby enjoined.



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