



Republic of the Philippines
Department of Education
REGION XVIII- Negros Island Region
DIVISION OF ESCALANTE CITY

SPECIAL ORDER NO. 003

June 10, 2026

SHEILA M. CARAMBACAN
Assistant Principal II
OIC Principal -Buenavista NHS
Division of Escalante City

Thru:

ALICIA A. OLID, PhD
Education Program Supervisor
OIC- SGOD Chief

DESIGNATION AS DIVISION SCHOOL GOVERNANCE COUNCIL (SGC) COORDINATOR

The School Governance and Operations Division (SGOD) aims to provide strategic direction and technical inputs to the management of the division towards effective and efficient governance and operation of schools and learning centers and for organizational effectiveness.

In order to sustain Schools Division Office plans, programs, projects and activities in the implementation of the School Governance Council (SGC) Program, and with the increasing demands of outputs in the work, you are hereby designated as **Division School Governance Council (SGC) Coordinator** effective immediately until rescinded by the undersigned.

This is an add-on function which carries no additional emoluments and you are expected to perform the following duties and responsibilities:

1. Manage the Schools Division Office plans, programs, projects and activities in the implementation of the School Governance Council (SGC) Program and mechanisms in maintaining systems and implementing its components in order to ensure delivery of quality and sustainable School Governance Council (SGC) Program and activities to all schools in the division.
2. Represent and attend meetings/ conferences in related activities that may be called by the higher office and submit reports needed.
3. Perform other related functions as required by the Schools Division Superintendent.

You shall sign, thus:

SHEILA M. CARAMBACAN
Assistant Principal II
OIC Principal – Buenavista NHS
Division School Governance Council (SGC) Coordinator

For your information and guidance.

PETER J. GALIMBA
OIC Schools Division Superintendent

Received and Conformed:
Date:
cc. ASDS MARITES C. CAPILITAN, PhD
All Section / Unit Chiefs
School heads



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