



## PUERTO RIVAS ELEMENTARY SCHOOL

### CONSTITUTION AND BY-LAWS OF THE SCHOOL GOVERNING COUNCIL SY 2013-2014

#### **PREAMBLE**

We, the principal – members of the School Governing Council of Puerto Rivas Elementary School of the City Division of Balanga, with the help of God, aware of our duties and rights as school council members and realizing the need to safeguard, protect and contribute in upgrading the condition of the school, the personnel and the learners, hereby form an organization that shall embody the ideals and principles of a democratic and law-abiding society and adopt these constitution and by-laws that will promote, implement and attain the school vision and mission.

#### Article I

##### **General Provisions**

Sec. 1 This Constitution and By-Laws shall be known as the Constitution and By-Laws of the School Governing Council of Puerto Rivas Elementary School of the City Division of Balanga.

#### Article II

##### **Name and Domicile**

Sec. 1 The organization shall be known as the School Governing Council of Puerto Rivas Elementary School of the City Division of Balanga.

Sec. 2 The office of the SGC shall be located inside the premises of the Puerto Rivas Elementary School as the need arises and according to schedule conferences.

#### Article III

##### **Declaration of Principles and Objectives**

Sec. 1 The SGC shall exercise the duties and rights of the council members according to the school vision and mission of the school.

Sec. 2 The SGC shall have the following objectives:

- a. Promote camaraderie and harmonious relationship between the school and the community;
- b. Realize the importance and functions of each member of the council;
- c. Conceive and implement programs and projects that will lead to the attainment of the school vision and mission;
- d. Network with the government and non-government agencies/organizations including other school SGC in the division and region with regard to support and assistance to programs, projects and activities of the organization; and
- e. Adopt measures which will make the organization an instrument for uplifting the quality of education in the public elementary schools in the city.

Article IV  
**Membership**

Sec. 1 The following will compose the principal-members of the SGC:

Chairman – Present Barangay Chairman

Co-Chair – School Principal

Members:

1. Barangay Committee in Education
2. Faculty President
3. Supreme Pupil Government Mayor
4. Division Coordinator
5. Gen. PTA President
6. NGO Representative

Sec. 2 The Public Schools District Supervisor and the Division Superintendent will act as consultant / adviser of the said organization.

Article V  
**Rights of Members**

Sec. 1 Every member has the right to enjoy freedom of speech and expression.

Sec. 2 Every member has the right to avail of the services / benefits offered by SGC.

Sec. 3 Every member has the right to participate in all of the organization's activities.

Sec. 4 Every member has the right to information on all issues and matters concerning the organization.

Article VI  
**Duties and Obligations of Members**

Sec. 1 Every member has the responsibility to observe, at all times, the laws of the organization, the DepEd rules and regulations and the laws of the republic of the Philippines.

Sec. 2 Every member must attend to the regular meetings and activities of the organization unless there is a valid reason for not being able to do so.

Sec. 3 Every members must support and promote the goals and objectives of the SGC.

Sec. 4 Every member must abide by the SGC constitution and by laws .

Sec. 5 Every member must participate actively in the conduct of programs, projects and activities of the organization.

Sec. 6 Every member must exercise his rights and perform the duties as SGC member responsibility.

Article VII  
**Powers and Duties of the School Governing Council**

Sec. 1 The Executive Committee, composed of the officers of the SGC, shall be the governing body of the organization.

Sec. 2 The SGC shall have the following functions and responsibilities:

- a. Formulate, recommend, implement coordinate and monitor programs, projects and activities of the organization found in the SIP and AIP.
- b. Create committees deemed necessary and expedient under the circumstances.
- c. Coordinate with government and non-government organizations regarding programs, projects and activities of the organization.
- d. Serve as springboard for the realization of the aspirations of the school for the betterment of the learners.
- e. Keep records, papers, documents and properties utilized by the council.
- f. Handle issues and concerns relative to school-community partnership.

- g. Exercise such other powers and duties granted or delegated by the DepEd from the time to time consistent with its principles and objectives.

### Article VIII **Composition and Term of Office**

Sec. 1 The SGC shall be composed of the Chairman, Co-Chairman and Members representing the faculty, the parent officers, the pupils, community, non-government offices, and Division Office.

Sec. 2 Principal–members are designated to their positions according to present office.

Sec. 3 The officers of the SGC shall hold office for as long as their term of office endures such as the Barangay Chairman, Barangay Committee in Education, School Administrator and Division Staff; and one academic year for the Pupil Mayor, PTA President, NGO Representative and the Faculty President.

### Article IX **Duties and Responsibilities of Officers**

Sec. 1 The Chairman shall be the Chief Council of the SGC. He shall have the following duties.

- a. Preside over all meetings or may designate another officer to preside in his absence.
- b. Enforce this Constitution and By-Laws and other rules and regulations that may be promulgated.
- c. Sign all official minutes, resolutions, correspondences, and other official papers of the SGC.
- d. Represent the SGC or designate representative to any external or internal affairs or functions.
- e. Perform such other functions inherent or incidental to his office.

Sec. 2 The Co-Chairman shall have the following duties:

- a. Assist the Chairman in all matters where his assistance is necessary.
- b. Supervise members in planning and arranging meetings or programs of activities.
- c. Perform such other duties assigned by the Chairman of the SGC.

Sec. 3 Each member shall have the following duties accordingly:

- a. PTA President – represents the parents’ concerns and serves as their voice;
- b. Faculty President – represents the teachers’ body;
- c. Pupil President – represents the pupils’ concerns and voice their needs;
- d. Division Coordinator – representative the Division Office and sees to it that DepEd rules and policies prevail;
- e. NGO Representative – represents the non-government offices and seeks support for the school programs and projects.

### Article X **Meetings and Quorum**

Sec. 1 The SGC shall conduct quarterly meetings at the end of every three months on the day agreed upon by the officers and convene at the end of the school year for annual evaluation of the SIP and AIP.

Sec. 2 Special meetings may be called upon by the Chairman or by the majority of the SGC officers.

Sec. 3 Majority of the officers of SGC shall constitute a quorum (50% + 1).

Sec. 4 Each officer of the SGC is entitled to only one vote.

Sec. 5 No proxy shall be allowed.

Sec. 6 Two consecutive absences in the meeting without any valid reason / cause is subject to a written explanation addressed to the body.

Article XIII  
**Amendments**

Sec. 1 This Constitutions and By-Laws may be amended or modified in whole or in part once every two (2) years from its approval by the vote of two-thirds of the body.

Sec. 2 Amendments may take effect immediately upon approval by the body.

Prepared by:

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*HT III/Co-Chairman*

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*Chairman, Brgy. Pto. Rivas Ibaba*

**JUN ABAGON**  
*Parent Officer*

**LUTTER M. CUBALES**  
*Faculty President*

**JAIZEN BUENAVENTURA**  
*Pupil President*

**MARIANO GARCIA**  
*Comm. In Education*

**GUILLERMO S. SANTOS**  
*NGO Representative*

**MERLINDA C. DOMINGUEZ**  
*Division Coordinator*

*Noted:*

**SOLEDAD S. CARLOS**  
*PSDS, Adviser*

*Recommending Approval:*

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**RONALDO A. POZON, Ph.D., CESO VI**  
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