

Republic of the Philippines Department of Education REGION IV-A CALABARZON CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

17 FEB. 2023

DIVISION MEMORANDUM No. _______ s. 2023

SECOND QUARTER REPORT CARD DISTRIBUTION AND PARENTS' ASSEMBLY MONITORING

To: OIC-Assistant Schools Division Superintendent Chief Education Supervisors Education Program Supervisor/PSDS Heads, Public Elementary and Secondary Schools Heads, Unit/Section All Others Concerned

1. Incompliance to DepEd Order No. 34 s. 2022 known as "School Calendar and Activities for the School Year 2022 – 2023", this Office through the School Governance and Operations Division, shall conduct monitoring of the Second Quarter Report Card Distribution and Parents' Assembly Monitoring on February 18, 2023.

2. This activity aims to monitor the schools' facilitation of the schools' Second Quarter Report Card Distribution and Parents' Assembly. Refer to Enclosure 1 for the list of Monitoring Officials and Enclosure 2 for the copy of the Monitoring Tool.

3. Pursuant to DepEd Order No. 53 s. 2003 titled "Updated Guidelines on the Grant of Vacation Service Credits to Teachers", teaching personnel are entitled to earn vacation service credits arising from their involvement in the Second Quarter Report Card Distribution and Parents' Assembly whereas monitoring officials shall earn the Compensatory Time Off (CTO).

4. Attached are: Enclosure 1 List of Monitoring Official and Enclosure 2 Monitoring Tool.

5. Immediate dissemination of this memorandum is desired.

NATIVIDAD P. BAYUBAY, CESO VI Schools Division Superintendent



Brgy. Potol, Tayabas City

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https://depedtayabas.com/

DIVIS	ION MEM	IORANDUM
No	089	s. 2022

Enclosure 1: List of Monitoring Officials

Date	No.	Monitoring Officials	Schools		
February 18, 2023	1	Maria Corazon A. Borbon	Potol, BANHS, Kalumpang		
	2	Jaypee A. Escobar	Lalo, Dapdap, TWCS IV, WPES		
	3	Montano L. Agudilla Jr.	Ilasan, Katigan Alupay, Valencia, Masin,		
	4	Adrian Maano	TWCS I, TWCS III, Pandakake,		
	5	Marvin J. Rosales	Lawigue, Lakawan WPNHS, EPES		
	6	Joan Kathleen T. Brizuela	RQINHS, Wakas, TECS, TWCS II		
	7	Jean Rose B. Rabano	Domoit, Mayuwi, FELES, EFES		
	8	Nicole May R. Lagar	Luis Palad, Malaoa Calantas Ipilan Alitao, Gibanga		
	9	Luzviminda E. Saludares	Alsam, Busal, NPES, Mate, and SPES		



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Enclosure 2: Monitoring Tool

SECOND QUARTER REPORT CARD DISTRIBUTION AND PARENTS' ASSEMBLY

A. ATTENDANCE

Grade Level	Enrolment	Number of Parents Attended		
SPED				
Kinder				
Grade 1/7				
Grade 2/8				
Grade 3/9				
Grade 4/10				
Grade 5/11				
Grade 6/12				

Indicators	Observed	Not Observed	Remarks
1. School Head issues a school memo about the card distribution/Homeroom PTA Meeting			
2. Advisers inform the parents about the card distribution/Homeroom PTA Meeting.			
3. Advisers present agenda during the card distribution/Homeroom PTA Meeting			
4. Advisers present the accomplishment of the class for the quarter.			
5. Advisers present school issues and concerns.			
6. Advisers conduct individual conference with parents and learners for academically struggling learners			
 7. Advisers recognize learners who receives: a. Academic awards b. Conduct Awards c. Perfect Attendance 			

OBSERVATIONS/FINDINGs_

Issues and Concerns during the conduct of card distribution:

Name and Signature Monitoring Official Date and Time



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