



Republic of the Philippines

## Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

16 September 2026

DIVISION MEMORANDUM

No. 623 s. 2026

**MONITORING AND EVALUATION OF THE SCHOOL CONDUCT OF  
DISTRIBUTION OF PROGRESS REPORT CARDS AND  
PARENT-TEACHER CONFERENCES FOR  
SCHOOL YEAR 2026-2027**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public and Private Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. In reference to **Division Memorandum No. 598, s. 2026** titled **Adjustment of Schedule of Learner's Progress Report Card Distribution and Parent-Teacher Conferences**, this Office informs the field of monitoring of the said activity from Term 1 to Term 3.
2. This is to ensure compliance with the institutional policies and alignment of all the activities to the goals and objectives of the department.
3. Attached in this memorandum are Enclosure 1 Monitoring Assignment of select SDO personnel, Enclosure 2 Schedule of Progress Report Card Distribution and Parent-Teacher Conferences, and Enclosure 3 Monitoring Tool.
4. Widest dissemination of and compliance to this Memorandum is desired.

For:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

By:

**CONRADO C. GABARDA**  
Administrative Officer V  
Officer-in-Charge

Encl.: As stated

Reference: Division Memorandum No. 598, s. 2026

To be indicated in the Perpetual Index  
under the following subjects:

MONITORING  
PARENT-TEACHER CONFERENCES  
REPORT CARD DISTRIBUTION

SGOD- monitoring and evaluation of the school conduct of distribution of progress report cards and parent-teacher conferences for school year 2026-2027  
SGO437KG-005572/September 16, 2026

Enclosure 1

**MONITORING ASSIGNMENT**

| <b>Schools</b>                                                                                                                                                                                    | <b>CID Personnel</b>                           | <b>SGOD Personnel</b>        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------------------------|
| Ilasan Integrated School<br>Katigan Elementary School<br>Valencia Elementary School<br>Masin Elementary School<br>Talolong Elementary School                                                      | Dr. Michael<br>Leonard D.<br>Lubiano           | Montano L. Agudilla Jr.      |
| West Palale Elementary School<br>East Palale Elementary School<br>South Palale Elementary School<br>North Palale Elementary School<br>West Palale National High School<br>Busal Integrated School | Dr. Christian J.<br>Bales                      | Ariel C. Cabuyao             |
| Lawigue Elementary School<br>Alsam Integrated School<br>Lakawan Elementary School<br>Tayabas City National High<br>School<br>Pandakake Integrated School<br>Mate Integrated School                | Mildred Z. Galleno                             | Nicole May L.<br>Lumanglas   |
| Rosario Quesada Integrated<br>National High School<br>Cipriano J. Querubin Elementary<br>School<br>Tayabas East Central School<br>Tayabas West Central School I<br>Tayabas West Central School II | Dr. Jerome A.<br>Chavez                        | John Cavin S. Rodil          |
| Tayabas West Central School III<br>Tayabas West Central School IV<br>Dapdap Integrated School<br>Lalo Elementary School                                                                           | Sherwin C. Quesea                              | Marife R. Lagar              |
| Luis Palad Integrated High School<br>Ipilan-Alitao Elementary School<br>Malao-a/Calantas Elementary<br>School                                                                                     | Luzviminda<br>Cynthia Ritchelle F.<br>Quintero | La Trisha R. Dalit           |
| Eugenio Francia Integrated<br>School<br>Potel Elementary School<br>Calumpang Integrated School<br>Gibanga Elementary School                                                                       | Generosa F.<br>Zubieta                         | Maria Corazon A.<br>Borbon   |
| Domoit Elementary School<br>Mayuwi Integrated School<br>Froilan E. Lopez Elementary<br>School<br>Buenaventura Alandy National<br>High School                                                      | Dr. Joseph Jay U.<br>Aureada                   | Joan Kathleen T.<br>Brizuela |

Enclosure 2

**SCHEDULE OF PROGRESS REPORT CARD DISTRIBUTION AND PARENT-TEACHER CONFERENCES FOR TERM 1**

| No. | Name of School                                  | September 17                    | September 18 |
|-----|-------------------------------------------------|---------------------------------|--------------|
| 1.  | Ilasan Integrated School                        |                                 | /            |
| 2.  | Katigan Elementary School                       |                                 | /            |
| 3.  | Valencia Elementary School                      |                                 | /            |
| 4.  | Masin Elementary School                         |                                 | /            |
| 5.  | Talolong Elementary School                      |                                 | /            |
| 6.  | West Palale Elementary School                   |                                 | /            |
| 7.  | East Palale Elementary School                   |                                 | /            |
| 8.  | South Palale Elementary School                  |                                 | /            |
| 9.  | North Palale Elementary School                  |                                 | /            |
| 10. | West Palale National High School                |                                 | /            |
| 11. | Busal Integrated School                         | <b>Done (September 9, 2026)</b> |              |
| 12. | Lawigue Elementary School                       |                                 | /            |
| 13. | Alsam Integrated School                         |                                 | /            |
| 14. | Lakawan Elementary School                       |                                 | /            |
| 15. | Tayabas City National High School               |                                 | /            |
| 16. | Pandakake Integrated School                     |                                 | /            |
| 17. | Mate Integrated School                          |                                 | /            |
| 18. | Rosario Quesada Integrated National High School |                                 | /            |
| 19. | Cipriano J. Querubin Elementary School          |                                 | /            |
| 20. | Tayabas East Central School                     | /                               | /            |
| 21. | Tayabas West Central School I                   | /                               |              |
| 22. | Tayabas West Central School II                  |                                 | /            |
| 23. | Tayabas West Central School III                 |                                 | /            |
| 24. | Tayabas West Central School IV                  |                                 | /            |
| 25. | Dapdap Integrated School                        |                                 | /            |
| 26. | Lalo Elementary School                          | /                               |              |
| 27. | Luis Palad Integrated High School               |                                 | /            |
| 28. | Ipilan-Alitao Elementary School                 |                                 | /            |
| 29. | Malao-a/Calantas Elementary School              |                                 | /            |
| 30. | Eugenio Francia Integrated School               |                                 | /            |
| 31. | Potol Elementary School                         |                                 | /            |
| 32. | Calumpang Integrated School                     |                                 | /            |
| 33. | Gibanga Elementary School                       |                                 | /            |
| 34. | Domoit Elementary School                        | /                               |              |
| 35. | Mayuwi Integrated School                        |                                 | /            |
| 36. | Froilan E. Lopez Elementary School              | /                               | /            |
| 37. | Buenaventura Alandy National High School        |                                 | /            |

Enclosure 3

**MONITORING TOOL  
SCHOOL CONDUCT OF DISTRIBUTION OF REPORT CARDS AND  
PARENT-TEACHER CONFERENCES**

**School Name:** \_\_\_\_\_ **Date Monitored:** \_\_\_\_\_

| Areas of Concern                                                                                                                 | Evident | Not Evident | Remarks |
|----------------------------------------------------------------------------------------------------------------------------------|---------|-------------|---------|
| 1. The school issued a memorandum to inform the participants of the activity                                                     |         |             |         |
| 2. The school has established mechanism to ensure 100% participation of parents.                                                 |         |             |         |
| 3. The school conducted proof reading prior to the distribution of learner progress report card.                                 |         |             |         |
| 4. The venue is clean and organized.                                                                                             |         |             |         |
| 5. The sound system, laptop and LCD projector prior are prepared prior to the start of the program so as not to waste time.      |         |             |         |
| 6. The slides deck was quality assured at least 5 days before the conference.                                                    |         |             |         |
| 7. All the homeroom advisers were able to distribute progress report card.                                                       |         |             |         |
| 8. The conduct of the progress report card distribution and parent-teacher conferences were evaluated for continuous improvement |         |             |         |
| 9. The schedule indicated in the memorandum was observed.                                                                        |         |             |         |
| 10. Any agreement arising from the conferences between the homeroom adviser and the parents was duly signed.                     |         |             |         |
| 11. All the parents (100% of the parents) participated in the activity.                                                          |         |             |         |

**General Observations**

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Division Monitoring Officials:

Conformed by:

Position

Position