



Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
DIVISION OF TAYABAS CITY
Tayabas City



DIVISION MEMORANDUM NO. 152

TO : CHIEFS, EDUCATION PROGRAM SUPERVISOR, CID AND SGOD
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
ALL OTHERS CONCERNED

FROM : CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

SUBJECT : CONDUCT OF FIRST GENERAL ASSEMBLY AND PARENT-TEACHER
CONFERENCE

DATE : June 1, 2018

This is to remind the field that Pursuant to Deped Order No. 41 s. 2012 entitled "Revised Guidelines on the opening of Classes" and "School Calendar for School Year 2018-2019", Schools Division of Tayabas City reiterates the conduct of the First General Assembly and Parent-Teacher Conference which coincides with the Closing Program of Brigada Eskwela on June 2, 2018 from 7am to 12 noon. Thus, all SGOD personnel are advised to conduct the monitoring of the said activities.

Attached are the monitoring tools and the lists of monitoring officials on assigned schools.

Accomplishment and Narrative report relative to this event shall be submitted to the Division Focal Person on or before June 11, 2018. Whereas, accomplished monitoring tools used by the SGOD personnel shall be submitted on Monday 5pm.

Monitoring Officials are entitled to a one (1) day compensatory off as per DepEd Order No. 53 s. 2003 arising from their active involvement in the monitoring of the First General Assembly and Parent-Teacher Conference and the Closing Program of Brigada Eskwela.

Immediate and wide dissemination of this memorandum is desired.

SGOD- Conduct of First General Assembly and Parent-Teacher Conference
DM-152/6-1-2018





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NAME OF SCHOOL: _____
NAME OF SCHOOL HEAD: _____

DATE: _____

**MONITORING OF FIRST GENERAL ASSEMBLY AND PARENT-TEACHER
CONFERENCE**

INDICATORS	EVIDENT	NON-EVIDENT	REMARKS
1. The conduct of the First General Assembly And Parent-Teacher Conference is on time.			
2. The parents were on time.			
3. Policies regarding opening of classes were discussed. a. Policy on collection of voluntary school contributions b. Eligibility and Documentary Requirements for enrollment c. Requirement for Transferees. d. General Enrolment and Date of First Attendance e. Temporary Enrollment and Affidavit of Undertaking			
4. School policies were discussed. a. Students' Uniform b. Students' Code of Conduct c. Child Protection Policy d. No Collection Policy and voluntary contributions			
5. Learner Support PPA's			
6. Administrative Concerns a. Introduction of Teaching and Non-Teaching Staff. b. School Calendar c. DRRM Protocol d. Wins and Wash e. Parental Support			



We are an emerging division where excellence is a habit and allegiance for quality is a pledge.

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**MONITORING OFFICIALS FOR THE FIRST GENERAL ASSEMBLY AND
PARENT-TEACHER CONFERENCE**

SCHOOLS	MONITORING OFFICIAL
DOMOIT, FELES , CALUMPANG, GIBANGA	Aleli Padillo
BUCAL , MALAOA/CALANTAS, POTOL , SHS	Nonilon Nadal
IPILAN/ALITAO ES, LUIS PALAD INTEGRATED SCHOOL, WEST 1, RQMNHS, WAKAS ES, WEST III	Marife Lagar
TECS1-3, WEST II	Joan Kathlen T. Brizuela
ILASAN, MASIN , VALENCIA,	Dra,. Connie Sia
SOUTH PALALE ES, BUSAL,	Aldwin Capistrano
WEST IV, DAPDAP, LALO	Engr. Gian Carlo Pardilla
PANDAKAKE, MATE, WPNHS,	Generoza Zubietta
LAKAWAN , NORTH PALALE ES, ALSAM	Fideliza V, Lucas
WPES, EPES, LAWIGUE	Dr. Edwin R. Rodriquez
	Mariles Ferro

This serves as travel order.

