



DEPED-TAY-DM-SGOD-19- 118

**TO : OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF EDUCATION SUPERVISORS
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
HEADS, UNIT/SECTION
ALL OTHERS CONCERNED**

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

**SUBJECT : DISTRIBUTION OF CARDS (PARENT-TEACHER CONFERENCE)
AND COMMUNICATING SRC TO STAKEHOLDERS**

DATE : APRIL 4, 2019

1. In compliance with DepEd Order No. 25, s. 2018, School Calendar for SY 2018 – 2019 and DepEd Order No. 44, s. 2015, Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC), this office reiterates compliance on the foregoing DepEd Orders.
2. The schedule of the Distribution of Cards will be on April 8, 2019 at the same time communicating SRC to Stakeholders.
3. School Heads are expected to prepare an accomplishment report during the conduct of the SRC presentation. Submit your report and a copy of the SRC not later than April 11, 2019 in soft copy in the assigned google drive link.
3. Division Personnel are expected to do the usual monitoring.
4. Enclosures are the list of monitoring officials assigned to each cluster of schools and the monitoring tool.
5. Expenses relative to this activity shall be charged against local funds subject to usual accounting and auditing rules and regulations.
6. For the guidance and information of all concerned.



Encl.:

As stated

Assigned Monitoring Officials	School Clusters
CLUSTER 1	
Olga Endencia Mariles Ferro	Pandakake ES
	Mate ES
	Lakawan ES
	Tayabas West CS II
	Wakas ES
	RQMNHS
CLUSTER 2	
Luzviminda Saldares Dr. Jedd Aguilar Dra. Connie Sia	Tayabas East CS I
	Tayabas East CS II
	Tayabas East CS III
	Tayabas West CS III
	Division Stand Alone SHS
	Alsam ES
CLUSTER 3	
Marife Lagar Aldwin Capistrano	Busal ES
	East Palale ES
	South Palale ES
	West Palale ES
	North Palale ES
	West Palale NHS
CLUSTER 4	
Joan Kathleen Brizuela Alelie Padillo	Domoit ES
	FELES
	Kalumpang ES
	Gibanga ES
	Potol ES
	Malaoa-a ES
CLUSTER 5	
Fideliza Luces Gian Carlo Pardilla	Tayabas West CS IV
	Dapdap IS
	Lalo ES
	Ipilan-Alitao ES
	LPIHS
	Eugenio Francia ES
CLUSTER 6	
Maria Corazon A. Borbon Lailani Omlas	Katigan – Alupay ES
	Ilasan ES
	Masin ES
	Valencia ES
	Lawigue ES
	Tayabas West CS I

SGOD Chief may visit any of the schools listed above.

This serves as travel order.

We, the personnel of the SDO Tayabas City commit to continuously SOAR HIGH.

*S-atisfy customers' needs O-ptimize the use of ICT enabled system A-dvocate the promotion of healthy schools R-ender timely and responsive services
H-elp create a child-friendly environment I-ntegrate QMS in all SDO activities G-overn a gender sensitive and safe workplace H-ail quality standards*

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Tel. No.: (042) 797 - 0591
Telefax No.: (042) 797-0054 or (042) 797-0773



MONITORING TOOL FOR DISTRIBUTION OF CARDS/ HOMEROOM PTA MEETING

Name of School: _____ School Head: _____

Date of Card Distribution/Homeroom PTA Meeting: _____

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 School Year			
5. Advisers present school issues and concerns.			
6. Advisers conduct individual conference with parents and learners for academically struggling learners.			

OTHER significant OBSERVATIONS/FINDINGS

Issues and Concerns during the conduct of card distribution:

Name and Signature
School Head

Date and Time

Name and Signature
Monitoring Official

Date and Time



MONITORING TOOL FOR THE CONDUCT OF COMMUNICATING SCHOOL REPORT CARD TO STAKEHOLDERS

Name of School: _____ School Head: _____
Date of SRC Presentation : _____

STAKEHOLDERS	Number in Attendance
SGC	
PTA	
Students	
Others	

Indicators	Observed	Not Observed	Remarks
1. School Head issues a school memo / invitations about the conduct of communicating SRC to stakeholders			
2. School Heads prepares the SRC presentation in creative way.			
3. School Heads presents the current school profile.			
4. School Heads presents school performance in terms of access, quality, and governance			
5. School Heads presents progress of implementation of various school projects.			
6. School Heads distributes SRC to stakeholders.			
7. There is an open forum after the presentation.			

OTHER significant OBSERVATIONS/FINDINGS

Issues and Concerns during the conduct of SRC presentation to stakeholders:

Name and Signature
School Head

Date and Time

Name and Signature
Monitoring Official

Date and Time

