MONITORING OF DISTRIBUTION OF REPORT CARDS AND 2ND PARENT TEACHER CONFERENCE

TO: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Elementary and Secondary School Heads
Officers-In-Charge
Public Schools Only

1. In line with the Division Memorandum no. 130, s. 2019 entitled “Distribution of Report Cards and 2nd Parent-Teacher Conference”, the following SDO Monitoring Team will visit the schools to ensure the smooth conduct of the aforementioned activities:

SDO Monitoring Team

Chairpersons:
Dr. Elizalde Q. Cena Chief Education Supervisor, Schools Governance Operations Division (SGOD)
Dr. Elisa O. Cerveza Chief Education Supervisor, Curriculum Implementation Division (CID) / OIC, Office of the Assistant Schools Division Superintendent

Members:
1. Public Schools District Supervisors
2. SGOD Personnel

2. Please find the attached monitoring template which will be utilized by the SDO Monitoring Team.

3. All schools are enjoined to observe proper and organized implementation of the said activities.

4. Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Incl: as stated
Distribution of Report Cards and 2nd Parent-Teacher Conference 
Monitoring Tool

Name of School: ___________________________ Date: ______________________
Principal: _______________________________

<table>
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<tr>
<th>No. of Teachers in the School</th>
<th>No. of Teachers Present</th>
<th>% of Teachers present</th>
<th>No. of Pupils/ Students</th>
<th>No. of Parents Present</th>
<th>% of Parents Present</th>
<th>Remarks</th>
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PAPs/Policies disseminated/reported to Parents

- [ ] DepEd Policies/Guidelines
- [ ] School Accomplishment Report
- [ ] Grading System
- [ ] School Programs, Projects and Activities
- [ ] Truancy
- [ ] Safety Measures in times of calamities
- [ ] Clutter-Free Contest
- [ ] Others, please specify: __________________

Monitored by: ___________________________ Signed: ___________________________

Name & Signature ___________________________ Name & Signature of Principal