October 30, 2019

DIVISION MEMORANDUM
No. 177, s. 2019

DISTRIBUTION OF REPORT CARDS AND 3rd 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. This Office announces the Distribution of Report Cards and 3rd Parent Teacher Conference on November 9, 2019, for information and guidance of all concerned.

2. The SDO Monitoring Team as stated in Division Memorandum No. 134, s. 2019 will visit the schools to ensure the smooth conduct of the aforementioned activities.

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

4. All schools are enjoined to observe proper implementation of the said activities.

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

SHERYLL T. SAYOLA
Education Program Supervisor
Office-In-Charge
Office of the Schools Division Superintendent

Incl: as stated
Distribution of Report Cards and 3rd Parent-Teacher Conference Monitoring Tool

Name of School: ___________________________ Date: __________________

Principal: ___________________________

I. Attendance

<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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II. Programs, Projects and Activities (PPAs) / Policies disseminated/reported to Parents

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Monitored by: ___________________________ Signed: ___________________________

Name & Signature ___________________________ Name & Signature of Principal ___________________________