



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
 NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

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January 31, 2019

**DIVISION MEMORANDUM**

No. 024, s. 2019

**CONDUCT OF THE STATE OF THE SCHOOL ADDRESS (SOSA) VIS-À-VIS  
 ISSUANCE OF CARDS FOR THE 3<sup>RD</sup> QUARTER**

**TO:** OIC, Office of the Assistant Schools Division Superintendent  
 Chief Education Supervisors, CID and SGOD  
 Elementary and Secondary School Principals  
 Officers-in-Charge  
 Public Schools only

DIVISION OF CITY SCHOOLS  
 MARIKINA

**RELEASED**  
 JAN 31 2019  
 RECORDS UNIT

1. In line with the conduct of the State of the School Address (SOSA) vis-à-vis issuance of cards for the 3<sup>rd</sup> quarter, the field is hereby informed of the assignment of the Division Supervisors and Personnel who will monitor the said undertaking on the following schedule:

SCHOOL	DATE	TIME	DIVISION SUPERVISOR/ PERSONNEL
Marikina ES	Feb. 2	8:00 AM	Ms. Amelie Binayas
Industrial Valley ES	Feb. 2	8:00 AM	Mr. Marvin Ian Cruz
L. Victorino ES	Feb. 2	7:00 AM	Ms. Erliza Viernes
Barangka ES	Feb. 2	9:00 AM	Ms. Doris Jasme
Malanday ES	Feb. 2	8:00 AM	Ms. Jovita Consorcia Mani
Sto. Niño ES	Feb. 2	7:00 AM	Ms. Ma. Corazon Adriano
H. Bautista ES	Feb. 2	8:30 AM	Ms. Noemie Velario
St. Mary ES	Feb. 2	8:00 AM	Ms. Ivy Coney Gamatero
Concepcion ES	Feb. 2	7:00 AM	Dr. Nida Andrada
Parang ES	Feb. 1	1:30 PM	Dr. Nancy Suegay
SSS Village ES	Feb. 2	9:00 AM	Ms. Veronica Cena
Concepcion Integ. School	Feb. 2	8:00 AM	Dr. Josefino Lu
Nangka ES	Feb. 2	7:00 AM	Ms. Janet Cajuguiran
Kapitan Moy ES	Feb. 2	8:00 AM	Mr. Reinan Ignacio
Fortune ES	Feb. 2	8:00 AM	Ms. Maria Chona Sarmiento

SCHOOL	DATE	TIME	DIVISION SUPERVISOR/ PERSONNEL
Barangka NHS	Feb. 2	7:00 AM	Mr. Dominador Villafria
Sto. Niño NHS	Feb. 2	8:00 AM	Ms. Emily Santos
J. dela Peña NHS	Feb. 2	7:30 AM	Ms. Leilani Villanueva
Sta. Elena HS	Feb. 2	7:00 AM	Ms. Lilia Garperio
Malanday NHS	Feb. 2	8:00 AM	Ms. Jessica Mateo
Marikina Science HS	Feb. 2	9:00 AM	Mr. Marvin Maglalang
San Roque NHS	Feb. 2	8:00 AM	Mr. Sunny Cortes
Tañong HS	Feb. 2	9:30 AM	Mr. Dominador Villafria
Marikina HS	Feb. 2	8:00 AM	Dr. Nida Andrada
Marikina Heights HS	Feb. 2	8:30 AM	Ms. Jonalyn Santos
Parang HS	Feb. 2	8:00 AM	Mr. Christopher Omaña
Concepcion Integ. School	Feb. 2	8:00 AM	Dr. Josefino Lu
Fortune HS	Feb. 2	10:00 AM	Ms. Maria Chona Sarmiento
Nangka HS	Feb. 2	7:30 AM	Ms. Elisha Mazon

- Please refer to the attached monitoring template to be accomplished and submitted to this office not later than **February 4, 2019**.
- Immediate and wide dissemination of this Memorandum is desired.

**JOEL T. TORRECAMPO**  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

**STATE OF THE SCHOOL ADDRESS (SOSA) VIS-À-VIS  
ISSUANCE OF CARDS FOR THE 3<sup>RD</sup> QUARTER**

**MONITORING FORM**

DATE \_\_\_\_\_

SCHOOL \_\_\_\_\_

SCHOOL HEAD \_\_\_\_\_

**A. STATE OF THE SCHOOL ADDRESS (SOSA)**

INDICATORS	EVIDENT	NOT EVIDENT	REMARKS
1. Presentation of school data was complete based on Division Memorandum No. 313, s. 2018 entitled "State of the School Address" January, 2019			
2. The presentation was clear and convincing.			
3. Parents' attendance was at least 75%.			
4. Participation of other stakeholders <ul style="list-style-type: none"> <li>• Barangay Officials</li> <li>• Non-Government Organization</li> <li>• Others</li> </ul>			

**B. ISSUANCE OF CARDS**

INDICATORS	EVIDENT	NOT EVIDENT	REMARKS
1. Parents' attendance was at least 75% for each grade level/section.			
2. Opportunities for parents to talk to the class advisers/subject teacher was provided.			
3. Distribution of the report card was orderly and well facilitated.			

Prepared and Submitted by:

Conforme:

\_\_\_\_\_  
Monitor

\_\_\_\_\_  
Principal