



Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON  
**CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO**  
NAZARENE VILLE ELEMENTARY SCHOOL  
SAN ROQUE, ANTIPOLO CITY

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March 11, 2024

**SCHOOL OFFICE MEMORANDUM**

To :

Ms. Rhea Rica Gravador  
Ms. Genevie Calixtro  
Ms. Christy Figurasin  
Ms. Jocelyn J. Mayo  
Mr. Glenn Cruz  
Others Concerned

**OVERSEEING THE SMOOTH FLOW OF GRADE FOUR CLASSES**

1. Given the sick leave of Ms. Ermeliza C. Villamayor, Grade 4 Class Teacher-Adviser, this office directs everyone about the mechanisms to be done in order not to jeopardize classes in Grade 4:

- a. **Grade Level Chairperson shall see to it that the needs of Ms. Villamayor's class have been catered to, ensuring their overall safety, well-being, and learning engagement.**
- b. **Other Grade 4 teachers shall share their precious time to handle her class.**
- c. **Schedule of teachers can be with at least 1-2 hours.**

**12:00 – 2:00 – Ms. Rhea Rica Gravador**

**2:00 – 4:00 – Ms. Christy Figurasin**

**4:00 – 6:00 – Ms. Jocelyn Mayo**

**Relieving Teachers – Ms. Genevie Calixtro/Mr. Glenn Cruz  
(at least 15-30 minutes)**

2. For information, dissemination, and compliance.

  
**GEOFFREY T. UNIDA**  
School Principal I