



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

March 13, 2024

SCHOOL OFFICE MEMORANDUM

To :

Master Teachers
Kindergarten-Grade 6 Teachers and Learners
School and Homeroom PTA Officers
Non-teaching Personnel
Others Concerned

**CONDUCT OF DISTRICT MEETING OF MASTER TEACHERS & SCHOOL HEADS
OF KAILA ES, KNIGHTS OF COLUMBUS ES AND NAZARENE VILLE ES**

1. In connection to the update of the DLC 2-A PSDS on the conduct of the District Meeting of Master Teachers and School Heads of Kaila ES, Knights of Columbus ES, and Nazarene Ville ES tomorrow, March 14, 2024, at 1:00 PM, this office directs everybody's cooperation on various preparations like the following:
 - a. Conducting and maintaining cleanliness and orderliness inside and outside the school campus
 - b. Ensuring general cleanliness and orderliness and preparing projector/LED/SMART TV and sound system at the ICT Lab by concerned coordinators and other personnel.
 - c. Planning, Marketing, and Preparation of meals and snacks by Canteen Manager/s, helpers, and other employees/stakeholders
 - d. Ensuring convenience of every attendee. /Utilizing extra electric/ceiling fans
 - e. Ensuring quantity and quality of food prepared/offered with a clean set of plates, tablespoons, forks, table napkins, cups, and containers with full powdered milk, coffee, milo, sugar, picky foods, assorted fruits, and others.
 - f. Setting up tables and chairs the best way it could be.
 - g. Hospitality of teaching, non-teaching personnel, and other stakeholders
 - h. Other important matters that are deemed necessary.
2. For information, dissemination, and compliance.


GEOFFREY T. UNIDA
School Principal I