



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

February 12, 2024

SCHOOL OFFICE MEMORANDUM

To: Kindergarten-Grade 6 Teachers, Pupils and Parents/Guardians
Non-teaching Personnel
School and Homeroom PTA Officers
Others Concerned

**CONDUCT OF 2ND QUARTER PARENT-TEACHER CONFERENCE,
CONVOCAATION & GENERAL ASSEMBLY**

1. To give updates on latest trends, guidelines and reminders in the department, this office issues this memorandum on the conduct of 2nd Quarter Parent-Teacher Conference, Convocation and General Assembly on Saturday, February 17, 2024 at the School Campus.
2. The Homeroom PTA Meeting and Parent-Teacher Conference will be conducted in the following scheduled time:
7:00 AM – 2:00 PM – Homeroom PTA Meeting/2nd Parent-Teacher Conference
1st Shift Classes – 6:00-10:30 AM
2nd Shift Classes – 10:30-1:30 PM
1:30 PM – 4:30 PM – General Assembly
4:30 PM – 6:00 PM - Convocation
3. It is likewise expected that class teacher-advisers will facilitate the checking of attendance and submit minutes of meeting, attendance sheets, and photo documentation on the same day of activity. The Grade Level Chairmen will submit the said reports to the Officers-In-Charge for proper filing and/or safekeeping.
4. Homeroom PTA Officers will facilitate the conduct of Homeroom PTA Meetings while School PTA Officers will be the ones to facilitate the General Assembly guided by teaching personnel.
5. School Coordinators are likewise directed to prepare slides on accomplishments, reminders, and updates during the General Assembly. Queries/Questions by parents/legal guardians will be written and be asked/answered only during the Open Forum.



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6. Only academic and meritorious Kindergarten to Grade 6 pupils, parents, and employees will be recognized at the stage during the convocation.
7. Design and sizes of certificates will be prepared by ICT/LIS Coordinators. Printing of certificates will be done by section through the efforts of the Class teachers-advisers.
8. TWGs for this activity will be the same as in MPRE and INSET 2024.
9. For information, dissemination, and compliance.


GEOFFREY T. UNIDA
School Principal I