



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 23, 2024

SCHOOL OFFICE MEMORANDUM

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

FIRST SET OF SCHOOL RULES AND REGULATIONS

1. To serve as a guide in the smooth flow and improve performance of school-aged children, this office directs the first set of school rules and regulations inside the Old and New Site.
2. It has been observed that not only one child goes out of the school campus even during class hours and recess time and some parents and guardians come in and out even if classes have not been dismissed yet. Others are related to overall concerns that jeopardize and cause trouble in the school. So, the following will serve as the first set of rules and regulations:
 - a. No child is allowed to go out during class hours and even recess time.
 - b. No child is allowed to go to CRs together with other children. Only 1 or 2 children at a time. Teachers will monitor that the first ones have returned already before allowing others to utilize the CRs.
 - c. No parent shall come in and out freely during class hours. Strictly SPTA Officers and non-teaching personnel are the only ones performing their roles and responsibilities inside the school campus once classes have started. Only those with emergency concerns will be permitted where they will possibly show evidences. Parents will stay and wait outside the school.
 - d. No chatting or showing lust things to any personnel or parent/guardian. Be guided by the Anti-Bastos Law since the school should remain a safe and child-friendly school system.
3. Others will be relayed in the next days to come.
4. For information, dissemination and compliance.


GEOFFREY T. UNIDA
School Principal I