



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 1, 2024

SCHOOL OFFICE MEMORANDUM

To: Kindergarten-Grade 6 Chairmen
Administrative Officer
Officer-In-Charge
Non-teaching Personnel
Others Concerned

**VIRTUAL MEETING CUM KUMUSTAHAN OF GRADE LEVEL CHAIRMEN,
ADMINISTRATIVE OFFICER AND OFFICERS-IN-CHARGE**

1. To give updates on latest trends, guidelines and reminders in the department, this office issues this memorandum on the conduct of Virtual Meeting cum Kumustahan.
2. Registration and attendance link will be given. A Google Meet Link will also be forwarded and attendees will enter the platform at least 10-15 minutes before the scheduled time.
3. It is likewise expected that Grade Level Chairmen who have other concerns to attend to will send their proxies/representatives.
4. It is also a **“must do activity”** to relay important updates/reminders to teachers in every grade level where attendance of all is required.
5. Complete documentation (triplicate copies) in every Grade Level Meeting/Conference is required for submission at the Office c/o Grade Level Chairmen.
6. For information, dissemination, and compliance.


GEOFFREY T. UNIDA
School Principal I