



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SAN JOSE DEL MONTE
HEROESVILLE ELEMENTARY SCHOOL
BRGY GAYA-GAYA, CITY OF SAN JOSE DEL MONTE, BULACAN

May 28, 2021

School Memorandum

No. 43 s. 2021

All Teachers

NARRATIVE REPORTS, CARDS, GRADING SHEETS AND SCHOOL FORMS

1. Starting May 31, 2021 Monday all teachers from Kinder to Grade 6 will submit their Narrative Report to our messenger account to me (SH) and Sir Ding (MT) for the recording and checking in preparation for the RPMS under Domain No. 5 Assessment and Reporting. Sir Ding will also check the Quality, Efficiency and Timeliness of Submission of Records and Reports which are all needed to achieve VS Very Satisfactory Grade in RPMS.
2. The deadline for the Narrative Reports is still Monday until 5 PM every week.
3. Submit the Parent Teacher Conference MOVs hard copy in the office and soft copy to the messenger account of both SH and MT for recording and checking, deadline Wednesday June 2, 2021.
4. Last day for submitiing the records for checking of cards and grading sheets is on Wednesday June 2, 2021, just leave them in the Office table . Sir Ding will check and submit to the office the list of those who were able to comply and letters will be sent to the teachers who can not comply with the deadlines.
5. All existing School Memoranda which are inconsistent with this Memo are rescinded.

Immediate dissemination and strict compliance with this Order is directed

Gina B. Yonque

Gina B. Yonque
Principal 1



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