



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF DASMARIÑAS
FRANCISCO E. BARZAGA INTEGRATED HIGH SCHOOL
BRGY. SAN JOSE, CITY OF DASMARIÑAS, CAVITE

02 Sep 2026

SCHOOL MEMORANDUM

No. **247**, s. 2026

NOTICE OF MEETING

To: OIC - Assistant Principals for Academics
All Grade Level Chairpersons
All Others Concerned

1. In line with the school's preparations and coordination of upcoming academic and administrative activities, all Assistant Principals and Grade Level Chairpersons are hereby requested to attend a meeting on September 3, 2026 (Thursday), at 1:00 PM, at the SBM Room.
2. The agenda of the meeting shall be as follows:
 - A. End of Term Activities
 - B. Teachers' Official Time
 - C. Other Matters
3. The list of participants is attached for reference.
4. All concerned personnel are encouraged to be present and punctual to ensure a productive discussion of matters relevant to the smooth implementation of school programs and activities.
5. Participants who are unable to attend due to official involvement in Division-led activities may designate a representative to attend on their behalf.
6. For your information, guidance, and compliance.

JEFFREY D. PENALES
School Principal I



Address: Lagmay Compound, Medina Ville, Brgy. San Jose, City of Dasmariñas, Cavite
Telephone No: (046) 230-9622
Email Address: 328201@deped.gov.ph
Facebook Page: DepEd Francisco E. Barzaga IHS - Dasmariñas City
Website: <https://www.febihs.com>

Doc. Ref. Code	QMS-REC-F01	Rev	02
Effectivity	09.15.21	Page	1 of 2

Attachment A

List of Participants

- **OIC - Assistant Principals for Academics**
 1. Freddie S. Bueno (Junior High School)
 2. Ruby Ann V. Saronó (Senior High School)

- **Grade Level Chairpersons**
 1. Bea Louise D. Adriano
 2. Luis Fernando S. Pinili
 3. Alvin C. Paraggua
 4. Grace F. Aralar
 5. Mary Angeline V. Bugayong
 6. Bryan Jay P. Ortazo