



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

07 Oct 2026

SCHOOL MEMORANDUM

No. 282, s. 2026

**MEETING ON THE PLANNING AND PROGRAM FLOW FOR GAWAD KAPITAN
KIKO (GKK)**

To: OIC – Assistant Principal for Academics
Selected Teaching Personnel
Selected Non-Teaching Personnel
All Others Concerned

1. In preparation for the forthcoming Gawad Kapitan Kiko, a coordination meeting shall be conducted on **October 8, 2026, 1:30 P.M.** at **Principal's Office**, to ensure the proper organization, alignment, and smooth implementation of the activity.
2. The meeting shall generally cover matters concerning the planning, preparation, coordination, and overall implementation of Gawad Kapitan Kiko, including relevant concerns and other matters that may arise in the course of the discussion.
3. Attached herewith is the list of participants for the said meeting for reference.
4. For your information and guidance.


JEFFREY D. BENALES
School Principal I



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LIST OF PARTICIPANTS

NO	NAME	POSITION/DESIGNATION
1	Penales, Jeffrey D.	School Principal I
2	Sarono, Ruby Ann V.	Master Teacher I/OIC, Asst. principal for SHS
3	Bueno, Freddie S.	Master Teacher II/OIC, Asst. principal for JHS
4	Dadia, Bryan H.	Administrative Assistant II
5	Amba, Jona Sarah D.	Administrative Assistant III
6	Hernandez, Kimberly Joie S.	Administrative Assistant II
7	Lentijas, Cherry Ma. Ega M.	Clerk
8	Villamor, Kevin Kerbi A.	Master Teacher I
9	Coraso, Peter John O.	Teacher II
10	Dean, Lovely Ann B.	Teacher III