



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. 283, s. 2026

NOTICE OF MEETING

To: OIC - Assistant Principals for Academics - JHS/SHS
All Master Teachers

1. In view of the nomination of Ms. Ivy Joy Pelayo, our former School Head, for the **Outstanding Secondary School Head Award** under **Gawad SiGaSig 2026**, all Master Teachers are hereby requested to attend a meeting on the organization, consolidation, validation, and accountability of the required Means of Verification (MOVs) in support of her nomination.

2. The meeting shall be held on **08 October 2026 (Thursday), at 11:30 A.M., in the SBM Room.**

3. The activity aims to facilitate the systematic retrieval, classification, validation, and assignment of responsibilities for the preparation of documentary evidences that will substantiate the leadership accomplishments, programs, innovations, and best practices implemented during the incumbency of Ms. Ivy Joy Pelayo. Likewise, timelines, MOV custodianship, and submission protocols shall be discussed to ensure the completeness, accuracy, and timely preparation of all nomination requirements.

4. Attendance and active participation of all Master Teachers are hereby enjoined.

5. Immediate and widest dissemination of this Notice of Meeting is desired.

JEEFREY D. PENALES
School Principal I



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