



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

08 October 2026

SCHOOL MEMORANDUM

No. **284**, s. 2026

**DESIGNATION OF MATHEMATICS DEPARTMENT IN-CHARGE
AND TEACHER ASSIGNMENTS**

To: All JHS Mathematics Teaching Personnel
All Others Concerned

1. Effective **September 28, 2026**, the following teachers are designated to perform the indicated responsibilities:

MATHEMATICS DEPARTMENT ASSIGNMENTS	
Teacher/Personnel	Assignment/Responsibility
Mr. Freddie S. Bueno	Walkthrough and Classroom Observation In-Charge – Conduct walkthroughs and classroom observations of all Mathematics teachers.
Mrs. Jeanalyn D. Abecia	AM Shift In-Charge – Check DLLs, Summative Tests, and Term Examinations of Math teachers in the AM Shift.
Mrs. Mary France O. Imperial	PM Shift In-Charge – Check DLLs, Summative Tests, and Term Examinations of Math teachers in the PM Shift.
Mrs. Zaydee R. Papa	ARAL Math / Numeracy Coordinator – Coordinate ARAL Math and numeracy activities; attend Division Meetings and other related activities as assigned.

2. All concerned teachers are expected to perform their assigned duties and coordinate with the School Head and Mathematics Department as necessary.
3. This Memorandum shall take effect **September 28, 2026**, and shall remain in effect until further notice.
4. For information, guidance, and compliance.

JEFFREY D. PENALES
School Principal I



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