



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

22 Oct 2026

SCHOOL MEMORANDUM

No. **298**, s. 2026

NOTICE OF MEETING OF MASTER TEACHERS AND GRADE LEVEL CHAIRPERSONS

To: OIC - Assistant Principals for Academics - JHS/SHS
All Master Teachers
All Grade Level Chairpersons
All Others Concerned

1. In support of the implementation of the school's Awards and Incentives Program under the **Gawad KAPITAN KIKO (GKK) 2026**, a coordination meeting shall be conducted on **October 23, 2026 (Friday)**, at **exactly 11:30 A.M. in the Computer Laboratory 2 - JHS**. The meeting aims to ensure the effective dissemination and implementation of the program guidelines, timelines, nomination procedures, eligibility requirements, and documentary requirements relative to the conduct of the Search for Outstanding Teaching and Non-Teaching Personnel. The activity likewise seeks to strengthen the role of Master Teachers and Grade Level Chairpersons in promoting transparency, fairness, and active participation in the school's PRAISE Program.

2. Listed below are the objectives of this activity:
- To discuss the salient provisions of the Gawad KAPITAN KIKO (GKK) 2026 Guidelines.
 - To present the implementation timeline, key activities, and responsibilities of concerned personnel.
 - To clarify the nomination procedures, eligibility requirements, and documentary requirements for each award category.
 - To discuss strategies for encouraging qualified personnel to participate in the search.
 - To address concerns and clarify implementation issues related to the conduct of GKK 2026.
3. Agenda are as follows:
- Activity Matrix and Implementation Timeline
 - Nomination Procedures and Documentary Requirements
 - Award Categories and Evaluation Criteria



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- d. Roles and Responsibilities of Master Teachers and Grade Level Chairpersons
 - e. Other Matters
4. Participants to this activity are the following:
- All Master Teachers
 - All Grade Level Chairpersons
5. Reminders
- a. Participants are encouraged to thoroughly review the GKK Guidelines prior to the meeting.
 - b. Relevant concerns and recommendations regarding the implementation of the program may be raised during the open discussion.
 - c. Attendance is required.
6. Immediate and widest dissemination of this Notice of Meeting is desired.


JEFFREY D. PENALES
School Principal I