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

26 Oct 2026

SCHOOL MEMORANDUM
No. **303**, s. 2026

NOTICE OF MEETING

To: OIC-Assistant Principals for Academics
All Grade Level Chairpersons
Selected Non-Teaching Personnel
All Others Concerned

1. You are hereby requested to attend a meeting on Wednesday, October 28, 2026, at the School-Based Management (SBM) Room. The meeting shall commence at 11:45 AM.

2. The agenda items for the meeting are as follows:
   a. Gate Pass System
   b. Cleanliness and Orderliness of Classrooms and School Surroundings
   c. Other Matters

3. List of attendees is enclosed in this Memorandum.

4. Your attendance and active participation are highly encouraged as the matters to be discussed are essential to the effective implementation of school policies and the maintenance of a safe, clean, and orderly learning environment.

5. Participation to this activity shall adhere to DepEd Order No. 9, s. 2005 on Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith, and strict compliance to other existing DepEd rules and guidelines.

6. Immediate dissemination of and compliance with this Memorandum are hereby directed.

JEFFREY D. PENALES
School Principal I

Enclosure No. 1 of School Memorandum No. 303, s. 2026

LIST OF ATTENDEES

NAME	POSITION/TITLE
Jeffrey D. Penales	School Principal I
Freddie S. Bueno	OIC-Assistant Principal (JHS)
Ruby Ann V. Sarono	OIC-Assistant Principal (SHS)
Bea Louise D. Adriano	Grade 7 Chairperson
Luis Fernando S. Pinili	Grade 8 Chairperson
Alvin C. Paraggua	Grade 9 Chairperson
Grace F. Aralar	Grade 10 Chairperson
Mary Angeline V. Bugayong	Grade 11 Chairperson
Bryan Jay P. Ortazo	Grade 12 Chairperson
Giemar I. Besin	Administrative Officer II
Bryan H. Dadia	Administrative Assistant II