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. 305, s. 2026

TERM 2 ENGLISH DEPARTMENT MEETING S.Y.2026-2027

To: Selected Teaching Personnel
All Others Concerned

1. Please be informed that the English Department will conduct its **Term 2 Department Meeting for School Year 2026–2027** on **Tuesday, October 27, 2026, from 11:40 a.m. to 12:40 p.m. at Computer Laboratory 2 (ComLab 2).** The meeting aims to discuss important departmental updates, assess the implementation of instructional programs and activities, address emerging concerns, and prepare for the scheduled activities and academic requirements for Term 2.

2. The following AGENDA shall be discussed during the meeting:

a. **English Kamustahan**
   - Sharing of insights, experiences, accomplishments, and challenges encountered .

b. **School Calendar Updates for School Year 2026–2027**
   - Discussion of important dates, scheduled activities, and other relevant school calendar updates.

c. **Summative Test Administration**
   - Preparations and reminders for the summative tests scheduled on October 29–30, 2026.

d. **English Department Calendar of Activities**
   - Review and coordination of departmental activities and timelines for Term 2.

e. **Classroom Observation and Walkthrough Reminders**
   - Guidelines, expectations, and preparations for classroom observations and instructional walkthroughs.

f. **Monitoring Preparation**
   - Identification of challenges, implementation gaps, and areas for improvement in the implementation of the revised Grades 9 and 10 Curriculum.
   - *Discussion and information gathering shall be for monitoring purposes only.*

g. **English Month Celebration Preparation**
   - Initial planning, activity assignments, and coordination of the following activities:

1. **Week 1: Character Portrayal**
2. **Mar-Dunong (Spelling Bee)**
3. **Crafting of Big Books**
4. **Poster and Slogan-Making Contest**

h. **Other Matters and Concerns**
   - Discussion of additional issues, suggestions, and concerns relevant to the English Department.

REMINDERS:

All concerned teachers are requested to arrive on time, come prepared to discuss the agenda items, and actively participate in the meeting to ensure the effective coordination and implementation of the English Department's plans and programs for Term 2.

3. PARTICIPANTS

All English Department teachers from Grades 7 to 10 are expected to attend the meeting:

GRADE 7 Teachers	**GRADE 8 Teachers**
1.AIRA MAE G. ALAMO	5.KAREN ELLYN B. DOLLAGA
2.JEFFREY V. CAMACHO	6.SHARLENE DAYANARA SANTOS
3.SHIELA M. DIGO	7.IRISH B. PEDIMONTE
4.GRACE D. FERNANDEZ	8.RYANN P. MAONGCA

GRADE 9 Teachers	**GRADE 10 teachers**
9.JAMES P. BORDA	13.MIA FELIZA C. BERLON
10.REIN JUL D. CONSALUDO	14.JOAM T. CANAYNAY
11.MARY GRACE D. ILANO	15. MARIELLE B. YASUNAGA
12.MANILYN F. SALONGA	16. RUZCHELLE C. VILLAMOR

4. For your information and guidance.

JEFFREY D. PENALES
School Principal I