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

27 Oct 2026

**SCHOOL MEMORANDUM**
No. **306**, s. 2026

**COORDINATION MEETING BETWEEN THE SUPREME SECONDARY LEARNER GOVERNMENT (SSLG) AND GRADE 7 TEACHERS ON DISCIPLINE PROGRAM**

To: Selected Teaching Personnel
Supreme Secondary Learners Officers
All Concerned Teachers

1. The Supreme Secondary Learner Government (SSLG) will conduct a **Coordination Meeting** with the **Grade 7 teacher program proponents/ representatives** on **Wednesday, October 27, 2026 from 11:00 a.m. to 12:00 p.m. at the Computer Laboratory**. The meeting aims to discuss the proposed school-wide implementation of the existing Grade 7 Discipline Program to promote consistency in its implementation and recognize sections that exemplify exemplary behavior and discipline.

2. The program aims to promote positive behavior, discipline, responsibility, respect, cleanliness, and cooperation among learners by recognizing and awarding the **Best Section in Discipline and Behavior** that shall be adopted to become a school-wide program. Through this initiative, the SSLG hopes to encourage a more disciplined, orderly, and positive learning environment across the school community.

3. The meeting will focus on the following matters:
   a) Adoptation of the discipline program and its objectives;
   b) Discussion of the criteria and guidelines for selecting the Best Section;
   c) Establishment of a fair and consistent monitoring and evaluation system;
   d) Identification of the roles and responsibilities of the class advisers, section officers, and learners; and
   e) Planning for the implementation, monitoring, and awarding of outstanding sections.

4. Participants for this coordination meeting are the following

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| Bea Louise D. Adriano | Grade 7 Coordinator/Proponent |
| Ma. Maureen P. Solista | Grade 7 Teacher/ Proponent |
| Liezel P. Tabiando | Grade 7 Teacher/ Proponent |
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| Lovely Ann B. Dean | SBYF Coordinator |
| Mark Jigger O. Villanueva | SSLG Adviser |
| Joaquin Mair Cyan Ariola | SSLG President |
| Ace Gelantaga-an | SSLG Vice President |
| Princess Aliyah Bucay | SSLG Secretary |
| Kyle Edriel Engracial | SSLG Treasurer |

5. For your information and guidance.

**JEFFREY D. PENALES**
School Principal I