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

28 Oct 2026

SCHOOL MEMORANDUM
No. **309**, s. 2026

NOTICE OF MEETING

To: Senior High School Master Teachers
All Grade 11 and 12 Teachers
All Others Concerned

1. Authority is hereby granted to **Ms. Mary Angeline V. Bugayong**, and **Mr. Bryan Jay P. Ortazo**, Grade Level Chairpersons, to conduct a meeting on **October 29, 2026, Thursday**, from 11:30 A.M. - 12:30 P.M. to Grade 11 Teachers and 10:30-11:30 to Grade 12 Teachers, at the **SHS Computer Laboratory**

2. Agenda of the said meeting are as follows:
   a. Gate Pass System
   b. Cleanliness and Orderliness of Classrooms and School Surroundings
   c. Proper and Responsible Use of Electricity
   d. Other Matters

3. Attendees of the meeting are Grade 11 and 12 Teachers.

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

5. Immediate and widest dissemination of this Notice of Meeting is desired.

JEFFREY D. PENALES
School Principal I

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