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._____, s. 2026

ADJUSTED CLASS SCHEDULE & OFFICIAL TIME ON OCTOBER 30,2026

To: OIC - Assistant Principals for Academics
All Teaching/Non-teaching personnel
All Others Concerned

1. In view of the observance of All Saints' Day and All Souls' Day, and to afford learners, parents, and personnel sufficient time for travel and family observances, the school shall implement an adjusted class schedule and official working hours on **Friday, October 30, 2026.**

   This shall likewise be the Second Day of Summative 2 for Term 2. All concerned are directed to ensure the orderly and uninterrupted conduct of the scheduled assessments.

2. Adjusted class schedule:

Grade Level	**Time**
Grade 7 and Grade 9	5:40 AM to 9:10 AM
Grade 8, Grade 10 and Special Curricular Programs	9:30 AM to 1:00 PM
Grade 11	6:00 AM to 9:00 AM
Grade 12	9:30 AM to 12:30 PM

3. Adjusted official time of teachers:

Grade Level	**Official Time**
Grade 7 and Grade 9 Teachers	5:40 AM to 11:40 AM
Grade 8, Grade 10 and Mid-shift Teachers	7:00 AM to 1:00 PM
Grade 11 Teachers	6:00 AM to 12:00 PM
Grade 12 and Mid-shift Teachers	7:00 AM to 1:00 PM

4. Teachers shall ensure that all activities and assessments for the day are completed within the adjusted schedule.

5. Class advisers are requested to disseminate this memorandum to parents or guardians through their respective communication platforms.
6. All personnel are expected to render services according to the adjusted official time indicated above.
7. Immediate and widest dissemination of this memorandum is desired.

JEFFREY D. PENALES
School Principal I