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

17 Nov 2026

SCHOOL MEMORANDUM
No. **337**, s. 2026

COORDINATION MEETING FOR THE PREPARATION AND IMPLEMENTATION OF THE UPCOMING SCHOOL EDUCATIONAL TOUR

To: All Grade Level Chairpersons
Teacher-in-Charge of Off-Campus Activity
SPTA Officers
All Others Concerned

1. A coordination meeting is hereby scheduled on **Thursday, November 19, 2026, at 10:00 AM** at the **FEBIHS–SBM Room** to discuss and finalize the arrangements concerning the School Educational Tour (Field Trip).

2. The following matters shall be discussed during the meeting:
   - SPTA's Role and Responsibilities in the Collection of School Educational Tour Fees
   - Procedures and Guidelines for Payment Collection
   - Schedule and Timeline for Payment Collection
   - Other Matters Related to the Educational Tour

3. In this regard, the attendance of all concerned personnel and SPTA Officers is highly encouraged to ensure proper coordination, clear communication, and the smooth implementation of the payment collection process.

4. Participants in this activity:

- Grade 7: Bea Louise Adriano	- SPTA: Teresa N. Embate
- Grade 8: Luis Fernando Pinili	- SPTA: Mark C. Cinames
- Grade 9: Alvin Paraggua	- SPTA: Maricel B. Watanabe
- Grade 10: Grace Aralar	- SPTA: Melanie B. Febiar
- Grade 11: Mary Angeline Bugayong	- SPTA: Clarice Andarin
- Grade 12: Bryan Ortazo	- SPTA: Philip Albarillo
- Tee Jay S. Ramirez	- SPTA: Jazer Samuel Crisostomo

a. For your information, guidance, and appropriate action.

JEFFREY D. PENALES
School Principal I