



Division of Rizal  
District of San Mateo  
STO. NIÑO ELEMENTARY SCHOOL



SCHOOL MEMORANDUM No. 9, s. 2019

Date: July 5, 2019

To: Grade Leaders  
All Grade Level Teachers

From:   
MARLON S. MARQUEZ, Ph.D.  
Principal

Subject: REORIENTATION ON LIS, SCHOOL FORMS AND MPS

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1. In connection with the DepEd Order No. 3, s 2018, DO no. 58, s 2017 and DO no. 54, 2016, concerning the enrolment policy and transfer of pupil and issuance of F137/SF10.
2. The School LAC session will be on July 11, 2019 and will be held at the Conference room 9-11 am (for afternoon teachers) and 1-3 pm (for morning teachers).

The activity aims to:

- Continue the Professional Growth and Development of Teachers
  - Reorient teachers old and new the additional facilities given in the LIS
  - Clarifies Teachers queries and identifies possible problem to arise in the near future
3. The assigned committees and schedule for the said activity are included in the following enclosures:  
Enclosure No. 1 – Working Committees  
Enclosure No. 2 – Matrix of the Activity
  4. Please be guided accordingly.

EXECUTIVE COMMITTEE

Chairperson	MARLON S. MARQUEZ, Ph.D.
Members	FEBIE Y. JOCSON
	ALLAN S. DAGONG
	CARMENSITA J. SANTOS

WORKING COMMITTEES

Committee / In Charge	Terms of Reference
Program Maureen Valdez	Prepare a simple opening and closing program
Registration Mary Jane D. Gallardo Estrella S. Pebres	Prepares and makes sure attendance sheet is filled up by all teachers available
Certificates Dawna Zozobrado	Prepare and distribute the certificates for the members of executive, working committees and participants
Documentation and Pictorial Danica Dacanay	Prepared the narrative and pictorial for the day activity.
Accommodation Robert Eurolfan	Prepares and Checks the availability of the needed equipment like sound system, microphone, LCD, projector, tables and chairs
QATAME Farrah Mae Gorospe	Evaluates the overall program

MATRIX OF ACTIVITIES

	(JULY 11,2019)
TIME	
	Registration
8:30 – 9:00	Opening Program
9:00 – 10:00	Reorientation on LIS Answering queries and filling up forms
10:00 – 11:00	Familiarized with SF MPS
1:00 – 2:00	Ordinal Numbers
2:00 – 3:00	Reorientation on LIS Answering queries and filling up forms
	Familiarized with SF MPS
Speaker/ facilitator	Febie Y. Jocson LIS Coordinator

**Division of Rizal**  
**District of San Mateo**  
**STO. NIÑO ELEMENTARY SCHOOL**

**School Learning Action Cell**  
**Reorientation of LIS, SFs, and MPS**

**Opening Program**

**9:00 – 11:00 am**

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| <b>I. Opening Prayer</b>            | <b>Mark Angelo Teppang</b>         |
| <b>II. Sto. Niño Hymn</b>           | <b>Bebe Lamsen</b>                 |
| <b>III. Welcome Remarks</b>         | <b>Sir Marlon S. Marquez Ph.D.</b> |
| <b>IV. Statement of the Purpose</b> | <b>Dawna Zozobrado</b>             |
| <b>V. SLAC Proper</b>               | <b>Mam Febie Jocson</b>            |

**Closing Program**

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|------------------------------------|---|
| <b>I. Closing Prayer</b>           | <b>Stalin Aguilo</b>                                  |
| <b>II. Nationalistic Song</b>      | <b>Gio Eguiron</b>                                    |
| <b>III. Giving of Certificates</b> | <b>Sir Allan Dagong and<br/>Mam Carmencita Santos</b> |
| <b>IV. Closing Remarks</b>         |   |