



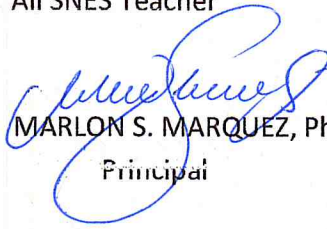
Division of Rizal
District of San Mateo
STO. NIÑO ELEMENTARY SCHOOL



SCHOOL MEMORANDUM No. 3, S. 2019

Date: June 5, 2019

To: Grade Leaders
All SNES Teacher

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

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1. The District Liaison Officer, Ms. Gina Sabuga will be conducting a special forum,
on June 7, 2019, 3:00 pm at the School ground.
 2. The said forum will tackle about:
 - a. Clarification on leaves (such as sick leave, maternity and alike)
 - b. Requirements on Promotion
 - c. Different issues concerning teachers welfare.
 3. Please be guided accordingly.

EXECUTIVE COMMITTEE

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

WORKING COMMITTEES

Committee / In Charge	Terms of Reference
Program Joyce Garga (Chairman) Janelyn L. Gaytana Danica Dacanay	Prepare a simple opening and closing program Co monitor with the assigned facilitator/officer of the day
Registration Maryjane Gallardo (Chairman)	Prepares and makes sure attendance sheet is filled up by all teachers available
Certificates Roselle Ocampo (Chairman)	Prepare and distribute the certificates for the members of executive, working committees and participants
Documentation and Pictorial Stephanie T. Tabion (Chairman)	Prepared the narrative and pictorial for the 4-day activity.
Accommodation and Decoration Robert Eurolfan (Chairman) Roneal Branzuela	Prepares and Checks the availability of the needed equipment like sound system, microphone, LCD, projector, tables and chairs
QATAME Farrah Mae Gorospe (Chairman)	Evaluates the overall program

PROGRAMME

June 7, 2019

2:00pm

I. Opening Program

A .Prayer.....Richelle B. Dionio
Grade III Teacher

B.Patriotic Song..... Marissa Amancio
Grade III Teacher

C.Opening Remarks.....Marlon S. Marquez Ph.D.

D.Checking of attendance.....Mark Angelo Teppang
Grade 4 Teacher

E.Statement of the purpose.....Jeanette Campos
Sped teacher

F. Introduction to the guest speaker.....Maricel Libay
Grade II Teacher

II Closing

Awarding of the certificate.....Marlon S. Marquez Ph.D.
Allan S. Dagong
Carmencita J. Santos

Closing Remarks.....Febie Y. Jocson

Master of Ceremony
Joben S. Eguiron and Juliette Roble