



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOL DIVISION OF SAN JOSE DEL MONTE CITY
KAYPIAN ELEMENTARY SCHOOL
BARANGAY KAYPIAN, SAN JOSE DEL MONTE CITY

January 05, 2024

SCHOOL MEMORANDUM

No. 001 s. 2024

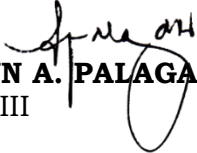
To: Master Teachers
Grade Leaders
Teachers

SCHOOL CARETAKERS BY GRADE LEVEL

1. This Office announces the school caretakers for School Year 2023-2024 as follows;

Name of Caretakers		Grade Level Assignment
Lordilyn P. Ignacio	-	Kindergarten
Arlene T. Cruz	-	Three
Mariefe I. Baltazar	-	One and Six
Erly Joy N. Flores	-	Four and Five
Dianalyn A. Palaganas	-	Two

2. The school caretakers are responsible to the following;
- Supervise the teachers in terms of instruction;
 - Conduct formal class and walkthrough observations;
 - Provide technical assistance; and
 - Review daily lesson logs.
3. For information and guidance.


DIANALYN A. PALAGANAS PhD
Principal III

MATATAG
Bansang Makabata Batang Makabansa

SECUREd KaypESians
Strengthening and Ensuring
Commitment of the Unified and
Resilient Stakeholders in Achieving Quality Education



Kaypian Elementary School

School ID: 107157

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