



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

January 09, 2023

SCHOOL MEMORANDUM
NO. 001, S. 2023

To: Master Teachers
School and Subject Coordinators
Teachers

SCHEDULE OF FACULTY MEETING

1. This office announces the schedule of faculty meetings as follows;

	Time	Date
a. Midshift Advisers (10:00-2:00 PM)	3:00-5:00 PM	January 11, 2023
b. PM Shift with 2:00-6:00 PM midshift advisers	9:00-11:00 AM	January 12, 2023
c. AM Shift with 6:00-10:00 AM midshift advisers	1:00-3:00 PM	January 13, 2023

2. This activity aims to discuss the agenda listed below;
- Daily Time Record (DTR);
 - Absences;
 - School Uniform of teachers;
 - Daily Lesson Logs (DLL);
 - Classroom Structuring;
 - Area for improvement;
 - Reading and Numeracy improvement of learners;
 - Team composition based on specialization and
 - Other matters.
3. For the information and guidance of all concerned.


DIANALYN A. PALAGANAS PhD
Principal II



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