



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

February 22, 2024

**SCHOOLS MEMORANDUM**  
**No. 13 s. 2024**

To: Master Teachers  
ICT Coordinator  
Grade Leaders  
Non-Teaching Staff  
All Others Concerned

**MEETING OF MASTER TEACHERS, ICT COORDINATOR, GRADE LEADERS, NON-TEACHING STAFF AND ALL OTHERS CONCERNED**

1. This Office announces the meeting of Master Teachers, ICT Coordinator, Grade Leaders, Non-teaching Staff and on February 23, 2024 – 10am (Friday) at Kaypian Elementary (through face-to-face) SBM Room.
2. The agenda are the following:
  - a. Clearance of transferring teacher
  - b. ICT over-all Focal Persons and per grade level
  - c. Property focal persons per grade level
  - d. Catch-up Friday Activities and Forms
  - e. Update SIO
  - f. Update Weebly
  - g. OPCRF
  - h. Other Matters
3. For Information and dissemination are earnestly desired.

**GINA B. YONQUE**  
Principal II

**SECUREd KaypESians**  
Strengthening and Ensuring  
Commitment of the Unified and  
Resilient Stakeholders in Achieving Quality **Ed**ucation



**Kaypian Elementary School**  
School ID: 107157  
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