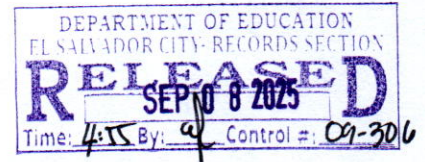




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



September 5, 2025

DIVISION MEMORANDUM
NO. 306, s. 2025

MONITORING OF THE CONDUCT OF PARENTS-TEACHERS CONFERENCE

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD & CID
Education Program Supervisors
All Public Secondary and Elementary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 13, s. 2022 titled Omnibus Guidelines on the Regulation of Operation of Parents-Teachers Associations, this Office hereby informs the field on the conduct of the First Quarter School Parents-Teachers Association (SPTA) Conference as scheduled in the school calendar.
2. To ensure effective implementation, the Division Monitoring Team shall monitor the conduct of PTC in all schools and focus on the following areas:
 - a. Attendance and participation of parents/guardians.
 - b. Presentation and discussion of learners' progress and performance
 - c. Addressing learning gaps and behavioral concerns.
 - d. Mechanisms for feedback and follow-up actions.
 - e. Documentation and reporting of the activity.
3. Attached is the schedule of the School Parents- Teachers Conference and Monitoring Officials.
4. This Office shall adhere to Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. This Office directs the immediate and wide dissemination of this Memorandum.

RANDOLPH B. TORTOLA
Schools Division Superintendent



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Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.29.25	Page	1 of 2



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure No. 1

SCHEDULE OF PTC AND MONITORING OFFICIALS

SCHOOL	DATE	TIME	MONITORING OFFICIAL
Sambulawan National High School	Sept. 8, 2025	8:00 a.m.	Annabelle M. Mamaclay
Cogon Elementary School	Sept. 8, 2025	9:00 a.m.	Roque R. Sabasaje
Ulaliman Elementary School	Sept. 11, 2025	1:00 p.m.	Lorna H. Estrosas
Himaya National High School	Sept. 11, 2025	1:00 p.m.	Jovit D. Comon
Kibonbon Elementary School	Sept. 12, 2025	10:00 a.m.	Analyn G. Fabria
Himaya Elementary School	Sept. 12, 2025	1:00 p.m.	Kevin B. Asequia
Hinigdaan National High School	Sept. 15, 2025	1:00 p.m.	Melanie L. Ligutom
Hinigdaan Elementary School	Sept. 16, 2025	1:00 p.m.	Melanie L. Ligutom
San Francisco de Asis Elementary School	Sept. 16, 2025	1:00 p.m.	Marie Jade A. Cacayan
Amoros Elementary School	Sept. 16, 2025	1:00 p.m.	Karen Rose A. Serrania
Pedro Sa Baculio Elementary School	Sept. 16, 2025	3:00 p.m.	Margie A. Valmoria
Cogon National High School	Sept. 17, 2025	8:00 a.m.	Lina C. Bejiga
Sinaloc National High School	Sept. 17, 2025	10:45 a.m.	Lorna H. Estrosas
El Salvador City Central School	Sept. 17, 2025	1:00 p.m.	Maricris P. Quismundo
Taytay Elementary School	Sept. 17, 2025	2:00 p.m.	Vanity Jade C. Lazaga
Kalabaylabay Integrated School	Sept. 18, 2025	1:00 p.m.	Roque R. Sabasaje
Molugan National High School	Sept. 19, 2025	1:30 p.m.	Lorna H. Estrosas
Sinaloc Elementary School	Sept. 19, 2025	2:00 p.m.	Genevieve E. Lusterio
San Francisco de Asis National High School	Sept. 25, 2025	1:30 p.m.	Marie Jade A. Cacayan
El Salvador City National High School	Sept. 26, 2025	1:00 p.m.	Genevieve E. Lusterio
Molugan Central School	Sept. 26, 2025	1:30 p.m.	Jovit D. Comon
Bolisong Elementary School	Sept. 30, 2025	1:00 p.m.	Lina C. Bejiga
Badiangon Elementary School			Vanity Jade C. Lazaga
Sambulawan Elementary School			Annabelle M. Mamaclay