



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SAN JOSE DEL MONTECITY
PARTIDA ELEMENTARY SCHOOL

Office of the Principal

August 27, 2021

SCHOOL MEMORANDUM

No. 26 s. 2021

To: All Teaching and Non-Teaching Personnel

PROGRAM/ ACTIVITY IN-CHARGE SY 2021-2022

1. This office announces the Grade Level In-Charge in Technical Working Committee, Management of Learning (MOL), In-Charge on Minutes of the Meeting, and In-Charge of Documentation for Monthly School Programs and Activities for SY 2021-2022.
2. In-Charge of the Program/activities will directly be guided by this office or the person in-charge of program such as coordinator or chairperson.
3. See enclosure 1 and 2 for the list of program/activity in-charge and duties and responsibilities.
3. Immediate and wide dissemination of this Memorandum is desired.

CAROLYN W. OLIVEROS
Principal I



Address: Sitio Partida Brgy. Muzon, City of San Jose del Monte Bulacan
Official Email Add: 162507.sjdmc@deped.gov.ph
Contact Number: 0917-500-5966 (call only)



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(Enclosure 1 to School Memorandum 26 s. 2021)

Month	Management of Learning	Documentation	Technical Working Committee	Minutes of the Meeting
September	Grade 5	Grade 1	Kinder	Grade 4
October	Grade 4	Grade 2	Grade 3	Grade 1
November	Grade 2	Grade 3	Grade 1	Grade 5
December	Grade 3	Grade 4	Grade 6	Kinder
January	Grade 1	Grade 5	Grade 4	Grade 6
February	Kinder	Grade 6	Grade 2	Grade 3
March	Grade 6	Kinder	Grade 5	Grade 2
April	Grade 5	Grade 1	Kinder	Grade 4
May	Grade 4	Grade 2	Grade 3	Grade 1
June	Grade 2	Grade 3	Grade 1	Grade 5
July	Grade 3	Grade 4	Grade 6	Kinder
August	Grade 1	Grade 5	Grade 4	Grade 6
September	Kinder	Grade 6	Grade 2	Grade 3
October	Grade 6	Kinder	Grade 5	Grade 2

SCHOOL ICT TEAM

Chairperson: Carolyn W. Oliveros
Vice Chairperson: Zoraida N. Abelilla
Members: Luz M. Diamante Ma. Teresa M. Macalino
Rodalyn O. Gaspar Abigael C. Torrero
Lorilie D. Dupagan Adrian I. Gojo Cruz
Mariel G. Gojo Cruz Mirasol D. Ladot



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(Enclosure 2 to School Memorandum 26 s. 2021)

DUTIES AND RESPONSIBILITIES OF IN-CHARGE OF THE PROGRAM/ACTIVITY

Duties and Responsibility of Technical Working Committee

1. Ensure proper communication of the program to all participants including resource speaker and visitors.
2. Prepare Activity Design of the Program/Activity, Training Matrix and Program.
3. Submit in a folder (with tabbing) the following: School Memorandum, Activity Design, Training Matrix, Program, Activity Completion Report to the Office.

Duties and Responsibilities of In-Charge in MOL

1. In-charge of the program proper from start to end.
2. Ensure smooth flow of the program.

Duties and Responsibilities of In-Charge in Documentation

1. Do proper documentation of the program including videos and pictures.
2. Submit activity Completion Report to the Technical Working Committee

Duties and Responsibilities of School ICT Team

1. Give technical assistance to MOL specially when activity is online.
2. Help and assist the MOL to play videos or PowerPoint presentation if needed.

Duties and Responsibilities of Minutes of the Meeting

1. Document the process of the meeting including agenda and resolutions.
2. Submit Minutes of the meeting to the office.



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