



Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS  
**SCHOOLS DIVISION OFFICE OF LA CARLOTA CITY**  
**BALABAG ELEMENTARY SCHOOL**

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Office of the School Principal

**SCHOOL MEMORANDUM**

NO 002 s. 2019

To: All Teachers

From: RONALD C. VALDEVIESO  
School Principal

Date: August 6, 2019

Subject: **Conduct of English Culmination Activities for Quarter 1 SY 2019-2020.**

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1. To showcase the skills, talents and learning of the pupils in reading, the school will conduct a Culmination Activity of the English subject for the First Quarter on August 29, 2019 at the school's covered stage.
2. This shall be participated by Grade 1 to Grade 6 pupils through verse choir.
3. In line with this, everyone is directed to attend the meeting on August 7 at 11:30 a.m. at the Principal's Office.
4. For your Guidance and Compliance.

TEACHERS' SIGNATURE:

KINDER -	4 - DAHLIA -	RELIEF 1 -
1 - LILAC -	4 - SANTAN -	RELIEF 2 -
1 - LIRIO -	5 - ADELFA -	
2 - DAISY -	5 - ASTER -	
2 - ORCHID -	6 - CAMIA -	
3 - LOTUS -	6 - JASMINE -	
3 - TULIP -		



Address: Brgy. Balabag, 6130 La Carlota City, Negros Occidental  
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Office of the School Principal

**SCHOOL MEMORANDUM**

NO 002 s. 2019

To: All Teachers

From: **RONALD C. VALDEVIESO**  
School Principal

Date: **August 6, 2019**

Subject: **1st Quarter Division Unified Test**

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1. The Schools Division of La Carlota City will hold the First Quarter Division Unified Test on August 8 to 9, 2019.
2. To ensure its smooth conduct in Balabag Elementary School, the teachers are hereby directed to make all the necessary preparations such as answer sheet preparation, Form 001, and Board work (test schedule).
3. Teachers are also directed to ensure that the classrooms are well-prepared for the pupils.
4. Advisers with the assistance from parents may prepare classroom-based feeding to ensure that the pupils are not hungry when taking the test.
5. For your Guidance and Compliance.

TEACHERS' SIGNATURE:

KINDER -	4 - DAHLIA -	RELIEF 1 -
1 - LILAC -	4 - SANTAN -	RELIEF 2 -
1 - LIRIO -	5 - ADELFA -	
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2 - ORCHID -	6 - CAMIA -	
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Office of the School Principal

**SCHOOL MEMORANDUM**

NO 001 s. 2019

To: All Teachers

From: RONALD C. VALDEVIESO  
School Principal

Date: July 19, 2019

Subject: **Teachers' Coordinatorship and Ancillary Work Assignments**

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1. Balabag Elementary School through the administrative power of the School Principal strives to do its function effectively and efficiently.
2. There is a need to re-assign the Coordinatorship and Ancillary Work Assignments of teachers because of teacher transfer and acquisition of new teaching personnel.
3. It is agreed upon by the teachers and the Principal in a meeting on July 18, 2019 that that the reassignment is needed.
4. See Enclosure for the Full list of Teachers and their respective Coordinatorship and Ancillary Assignment.
5. For your Guidance and Compliance.



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*Enclosure No. 1 to School Memorandum No. 1, s. 2019*

Name of Teacher	Coordinatorship/Ancillary Work
1. Jose Erwin C. Navio	School Property Custodian EPP Coordinator
2. Maily M. Miguel	Guidance Coordinator MAPEH Coordinator Math Coordinator
3. Josephine C. Feria	English coordinator L and D Coordinator
4. Carissa T. Sedero	ESP Coordinator BE/OBE/ASP Coordinator ICT Coordinator
5. Gerose L. Bedlan	LIS Coordinator Filipino Coordinator
6. Mike T. Pabalate	AP Coordinator School Paper Adviser
7. Roselyn D. Pabalate	SBM WINS Coordinator LR coordinator GSP Coordinator
8. Carlet May T. Leganada	School Clinic Coordinator School Feeding Coordinator DRRM Coordinator
9. Eyonisa J. Solis	BSP Coordinator SPG Adviser
10. Phebe D. Tadlan	Science Coordinator
11. Wibelyn Y. Loriezo	MTB Coordinator

TEACHERS' SIGNATURE

KINDER -  
1 – LILAC -  
1 – LIRIO -  
2 – DAISY -  
2 – ORCHID -  
3 – LOTUS -  
3 – TULIP –

4 - DAHLIA -  
4 - SANTAN -  
5 - ADELFA –  
5 - ASTER -  
6 - CAMIA -  
6 - JASMINE –

RELIEF 1 –  
RELIEF 2 –



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Office of the School Principal  
**SCHOOL MEMORANDUM**  
NO 003 s. 2019

**To: All Teachers**

**From: RONALD C. VALDEVIESO**  
School Principal

**Date: August 24, 2019**

**Subject: Conduct of Pampapaaralang Patimpalak sa Sabayang Pagbigkas**

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1. In line with the Reading Readiness Program of the City of La Carlota, and as stated in DepEd Memo no.181, s. 2019 of the Division of La Carlota City, the school will be conducting its Pampapaaralang Patimpalak sa Sabayang Pagbigkas.
2. The activity aims to ensure that all pupils in every schools are able to read and express it orally.
3. All are advised to attend our meeting at 11:00 AM today with regard to the said activity.
4. Attendance is a must.
5. For your compliance and guidance.

TEACHERS' SIGNATURE:

KINDER -	4 - DAHLIA -	RELIEF 1 -
1 - LILAC -	4 - SANTAN -	RELIEF 2 -
1 - LIRIO -	5 - ADELFA -	
2 - DAISY -	5 - ASTER -	
2 - ORCHID -	6 - CAMIA -	
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3 - TULIP -		



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Office of the School Principal

**SCHOOL MEMORANDUM**

NO 004 s. 2019

To: All Teachers

From: RONALD C. VALDEVIESO  
School Principal

Date: September 4, 2019

Subject: Division Schools Press Conference 2019

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1. The Division of La Carlota City will be conducting its Division Schools Press Conference.
2. In line with this, everyone is enjoined to attend a meeting later this afternoon at 3:00 PM.
3. Agenda will be assignation of coaches to the different contest categories.
4. Attendance is a must.
5. For compliance and guidance.

TEACHERS' SIGNATURE:

KINDER -	4 - DAHLIA -	RELIEF 1 -
1 - LILAC -	4 - SANTAN -	RELIEF 2 -
1 - LIRIO -	5 - ADELFA -	
2 - DAISY -	5 - ASTER -	
2 - ORCHID -	6 - CAMIA -	
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3 - TULIP -		



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Office of the School Principal

**SCHOOL MEMORANDUM**

NO 005 s. 2019

To: All Teachers

From: RONALD C. VALDEVIESO  
School Principal

Date: September 4, 2019

Subject: DepEd Announcements/ Division Memo released this week.

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1. Information dissemination in an agency is top priority in order for its programs and policies be realized.
2. In line with this, this office will be conducting a faculty meeting later this afternoon at 3:30 PM.
3. All are enjoined to attend. Attendance is a must.
4. For your compliance and guidance.

TEACHERS' SIGNATURE:

KINDER -	4 - DAHLIA -	RELIEF 1 -
1 - LILAC -	4 - SANTAN -	RELIEF 2 -
1 - LIRIO -	5 - ADELFA -	
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2 - ORCHID -	6 - CAMIA -	
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Office of the School Principal

**SCHOOL MEMORANDUM**

NO 007 s. 2019

To: All Teachers

From: RONALD C. VALDEVIESO  
School Principal

Date: October 14, 2019

Subject: Mid-Year In-Service Training for Teachers SY 2019-2020

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1. Education is a lifelong process and as teachers, learning and teaching processes evolves especially for our 21<sup>st</sup> century learners.
2. In line of this pursuit in quality education, we will be having our Mid-Year In-Service Training for teachers from October 22-26, 2019.
3. Please be present for our meeting later this afternoon at 3:30 PM.
4. Participants to this training are the 14 teachers of Balabag Elementary School. Participants are advised to bring laptops, internet dongle and extension.
5. See enclosure No.1 for the training matrix and committee assignment.
6. Attendance is a must. For your compliance and guidance.

**Signature:**

Kindergarten		
Grade 1		
Grade 2		
Grade 3		
Grade 4		
Grade 5		
Grade 6		
Relief Teacher		



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Office of the School Principal

**SCHOOL MEMORANDUM**

NO 008 s. 2019

To: All Teachers

From: RONALD C. VALDEVIESO  
School Principal

Date: November 09, 2020

Subject: Conduct of 3<sup>rd</sup> Quarter DUT for SY 2019-2020

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1. The Schools Division Office of La Carlota City will hold its Second Quarter Division Unified Test on January 16, 2019.
2. To ensure its smooth conduct in Balabag Elementary School, the teachers are hereby directed to make all necessary preparations such as answer sheet preparation, Form 001 and board work (test schedule).
3. Teachers are also directed to ensure that the classrooms are well prepared for the pupils.
4. Advisers with the assistance from parents may prepare classroom-based feeding to ensure that the pupils are not hungry when taking the test.
5. For your compliance and guidance.

Signature:

Kindergarten		
Grade 1		
Grade 2		
Grade 3		
Grade 4		
Grade 5		
Grade 6		
Relief Teacher		



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Office of the School Principal

**SCHOOL MEMORANDUM**

NO 00 s. 2019

To: All Teachers

From: RONALD C. VALDEVIESO  
School Principal

Date: September 9, 2019

Subject: DepEd Memo released 1<sup>st</sup> Week of September 2019

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1. This office will have a faculty meeting at 11:00 AM in relation to the several Memorandum released by the Schools Division Office of La Carlota City last week.
2. Agenda are the following:
  - A. SBM Wins and LR Learning Exchange Fair
  - B. National and World Teachers' Day 2019
  - C. 3<sup>rd</sup> Quarter SMEA
  - D. Outreach Program as part of the Civil Service Celebration
  - E. English reading Program & Intervention Implementation
  - F. DRRM module Roll-Out
3. Attendance is a must. For your compliance and guidance.

Signature:

Kindergarten		
Grade 1		
Grade 2		
Grade 3		
Grade 4		
Grade 5		
Grade 6		
Relief Teacher		



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Office of the School Principal

**SCHOOL MEMORANDUM**

NO 00 s. 2019

To: All Teachers

From: RONALD C. VALDEVIESO  
School Principal

Date: October 30, 2019

Subject: November 2019 School Activities

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1. This office is calling for a meeting today at 3:00 PM.
2. Agenda are the following:
  - A. Search for Mr. & Miss United Nations 2019
  - B. Committee assignment
  - C. Scouting Month Culmination 2019
3. For your compliance and guidance.

Signature:

Kindergarten		
Grade 1		
Grade 2		
Grade 3		
Grade 4		
Grade 5		
Grade 6		
Relief Teacher		



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Office of the School Principal

**SCHOOL MEMORANDUM**

NO 00 s. 2020

To: All Teachers

From: RONALD C. VALDEVIESO  
School Principal

Date: January 5, 2020

Subject: 1<sup>st</sup> General PTA Assembly for CY 2020

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1. In the name of transparency and accountability, this school will be having its 1<sup>st</sup> Quarter General PTA Assembly on January 31, 2020 at 1:00 PM.
2. In line with this, all teachers are requested to be present for a faculty meeting today at 11:00 AM. Venue will be at the Principal's Office.
3. Attendance is a must.
4. For your compliance and guidance.

Signature:

Kindergarten		
Grade 1		
Grade 2		
Grade 3		
Grade 4		
Grade 5		
Grade 6		
Relief Teacher		



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Office of the School Principal

**SCHOOL MEMORANDUM**

NO 00 s. 2019

To: All Teachers

From: RONALD C. VALDEVIESO  
School Principal

Date: January 20, 2020

Subject: Filipino Values Month 2019 Activities and Culmination

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1. Family is the basic unit of society and the Filipino family is known or its close-tie relationship.
2. In line with the celebration of the Filipino Values Month, the school will be adopting several activities to commemorate said event.
3. All teachers are requested to attend a faculty meeting later today at 3:30 PM.
4. For your compliance and guidance.

Signature:

Kindergarten		
Grade 1		
Grade 2		
Grade 3		
Grade 4		
Grade 5		
Grade 6		
Relief Teacher		



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Office of the School Principal

**SCHOOL MEMORANDUM**

NO 00 s. 2020

To: All Teachers

From: RONALD C. VALDEVIESO  
School Principal

Date: February 20, 2020

Subject: School Closing Activities

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1. The school year is about to end and in preparation for that, this office is calling for a teachers meeting on February 21, 2020 at 11:00 AM.
2. Important agenda will be discussed.
3. Attendance is a must. For your compliance and guidance.

Signature:

Kindergarten		
Grade 1		
Grade 2		
Grade 3		
Grade 4		
Grade 5		
Grade 6		
Relief Teacher		



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Office of the School Principal

**SCHOOL MEMORANDUM**

NO 00 s. 2020

To: All Teachers

From: RONALD C. VALDEVIESO  
School Principal

Date: March 3, 2020

Subject: DepEd Updates 2020

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1. To be up to date to different issuances of DepEd for the past weeks, this office is calling for a teachers meeting on March 4, 2020.
2. Important updates will be discussed.
3. Attendance is a must.
4. For your compliance and guidance.

Signature:

Kindergarten		
Grade 1		
Grade 2		
Grade 3		
Grade 4		
Grade 5		
Grade 6		
Relief Teacher		



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Office of the School Principal

**SCHOOL MEMORANDUM**

NO 00 s. 2020

To: All Teachers

From: RONALD C. VALDEVIESO  
School Principal

Date: March 16, 2020

Subject: Suspension of Classes due to COVID-19

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1. The pandemic COVID-19 is endangering the lives of every human being alive.
2. As recommended by the IATF and by the announcement made by the Province of Negros Occidental and the Local Government Unit of La Carlota City, classes in all levels, either public or private schools are hereby suspended until further notice.
3. Teachers are advised to bring pertinent papers/ forms with them in the event that the school might not be open in the coming days.
4. All are obliged to secure their rooms for safety reasons.
5. All classroom keys are to be turned over to the School Property Custodian for safekeeping.
6. Open your means of communication for updates from time to time will be sent there.
7. For your compliance and guidance.
8. Be safe. Stay at home.



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Office of the School Principal

**SCHOOL MEMORANDUM**

NO 00 s. 2019

To: All Teachers

From: **RONALD C. VALDEVIESO**  
School Principal

Date: **September 9, 2019**

Subject: **Reiteration of Approved School Policies and Regulations and Its Continued Implementation**

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1. Balabag Elementary School, in its quest to provide excellent education to its clientele, crafted School Policies and Regulations which were approved by both the Parents and teachers on June 20, 2019 during the First General PTA Assembly for SY 2019-2020.
2. In relation to the recent changes in the school's headship, everybody is reminded that the School Policies and Regulations approved under the past School Administration, but are approved also by the parents' body, is still in effect and thus, shall still be observed by all persons concerned.
3. If ever, changes to these Policies, just like how they were crafted, shall be made through a General PTA Assembly, and with the approval of the school's stakeholders.
4. Enclosed in this memorandum are the said School Policies.
5. Widest dissemination and implementation of the content of this Memorandum is desired.

<b>Signature:Kindergarten</b>		
<b>Grade 1</b>		
<b>Grade 2</b>		
<b>Grade 3</b>		
<b>Grade 4</b>		
<b>Grade 5</b>		
<b>Grade 6</b>		
<b>Relief Teachers</b>		



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