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DEPARTMENT OF EDUCATION
REGION V
DIVISION OF CAMARINES SUR
SABANG HIGH SCHOOL
SABANG, CALABANGA, CAMARINES SUR
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Filipino Coordinator

Date: June 16, 2015

SCHOOL MEMORANDUM
NO. 0022 s. 2015

SCHOOL AND STUDENTS-RELATED ACTIVITIES

TO: ALL CLASS ADVISERS, SUBJECT TEACHERS & NONTEACHING PERSONNEL

1. To sustain the smooth conduct of instructional activities, and to make sure that every learner is well-guided and nurtured, please consider the following:
   a. All class-advisers are expected to have at least 15-30 minutes of advisory class interaction through the Revitalized Homeroom Guidance Program (RHGP), daily or as often as necessary. This is to redirect the students 'attention from undesirable activities (especially concerning prohibited acts as embodied in the Student Handbook). Constant guidance is necessary.
   b. Students with deficiencies (those who were not able to take summer class) will be requested to come together with their parent/guardian for a dialogue on June 20, 2015, right after the Parents-Teachers Conference. Advisers are then expected to inform the students ahead of time to attain maximum attendance.
   c. ID pictures of students should be properly consolidated by each class adviser, with appropriate LRNs and accurate FULL NAMES, then submit to the office, through Ms. Fortuna. Students who failed to submit during the enrolment should be advised to submit ASAP.
   d. The Orientation-Seminar (ORSEM) that will be conducted by the Guidance Office is not an absolute guarantee that PROPER DISCIPLINE will be achieved, nor the issuance of Student Handbook. TEACHER factor is very essential. FOLLOW-UP and consistency of implementation of the Code of Conduct will make the job attainable.

2. Hopefully, improvement on Students' Decorum, as per Code of Conduct will be observed.

For information and guidance..

EVA C. MALANYAON, PhD
Principal-I