



Republic of the Philippines
Department of Education
REGION IV - A (CALABARZON)
SCHOOLS DIVISION OF IMUS CITY
GENERAL LICERIO TOPACIO NATIONAL HIGH SCHOOL
PASONG BUAYA II, IMUS CITY, CAVITE

SCHOOL MEMORANDUM
No. 1 s .2022

January 10, 2022

TO: Head Teacher/ Master Teacher/Key Teachers/Curriculum Chairmen
All Teaching and Non- Teaching Personnel
All others concerned

1. In adherence to DepEd Order 29 s.2021 entitled School Calendar and Activities for SY 2021-2022, and DepEd Order 12 s.2020 entitled "Adoption of Basic Education Learning Continuity Plan (BE-LCP) for School Year 2020-2021 in the Light of COVID -19 Public Health Emergency, Gen. Licerio Topacio National High School announces its commitment to operationalize school Enhanced BE-LCP for SY 2021-2022.
2. All teaching and non-teaching personnel are reminded to observe the set of activities for the month of January and February 2022 as stipulated below, which are aligned to our School Enhanced BE-LCP.

DATE	ACTIVITY	PARTICIPANT	IN-CHARGE
January 3	Resumption of classes Virtual Flag Raising	School Head/School Personnel/Learners	By Department
January 3,10,17,24,31	Virtual Flag Raising	School Head/School Personnel/Learners	By Department
January 12	SBM Benchmarking at GEANHS	School Head/SBM Coordinator/Principle Chairman and Vice- chairman GEANHS SBM Members	School Head SBM Coordinator
January 3-28	Weekly Distribution and Retrieval of LAS/WHLP/Intervention Materials for MDL Weekly online Teaching for ODL Updating of SBM Artifacts	Teachers Learners SBM Coordinator/SBM Principle Chairman and Vice Chairman	School Head Curriculum Chairman SBM Coordinator
January 17-28	Virtual Class Observation	School Head/Head Teacher/Master Teacher/ Teachers/Learners	School Head Head Teacher Master Teacher
January 3-31	Enhancement of School	SH/ BAC Team /School	BAC

	Facilities Re : Limited Face to Face Classes and Procurement of Sanitation and Disinfection Materials and Signage and Improvement of SBM Room	Facilities Coordinator	Team/MOOE Coordinator
TBA	Meeting with Key Teachers and Curriculum Chair	School Head/Key Teachers/ Curriculum Chairman	School Head
January 28	End of Academic Quarter 2	Teachers/Learners	GLTNHS Teaching Staff
January 31-February 5	Mid-Year Break INSET/SLAC	School Head/Teaching Staff GLTNHS Teaching Staff	School Head SLAC Coordinator/Key Teachers
February 1	SPECIAL NON-WORKING DAY (<i>Chinese New Year</i>)		
February 7	Start of Academic Quarter 3	Teachers/Learners	GLTNHS Teaching Staff
February 7-10	Submission of Quarter 2 Grade	School Head/Head Teacher/Master Teacher/Teachers	School Head/Head Teacher/Master Teacher
February 7-11	Weekly Distribution and Retrieval of LAS/WHLP/Intervention Materials for MDL Weekly online Teaching for ODL Monitoring of Classes	Teachers Learners School Head/Head Teacher/Master teacher/Teachers	Curriculum Chairman Teachers School Head/Head Teacher/Master Teacher
February 12	2 nd Parent-Teacher Conference Distribution of report cards	Teachers/Parents/Learners	Advisers
February 14-24	Weekly Distribution and Retrieval of LAS/WHLP/Intervention Materials for MDL Weekly online Teaching for ODL Monitoring of Classes	Teachers Learners School Head/Head Teacher/Master teacher/Teachers	Curriculum Chairman Teachers School Head/Head Teacher/Master Teacher
February 25	SPECIAL NON-WORKING DAY (<i>People Power Anniversary</i>)		

4. Please see attached Regional Memorandum forwarded by Schools Division Office of Imus City

5. Expenses incurred in the conduct of the listed activities above are charged to School MOOE subject to usual auditing.

6. Immediate implementation of and strict compliance to this memorandum is directed.


PETRONIA N. TARUN
School Principal II

Encl.: As stated

Reference: DepEd Orders

To be indicated in the Perpetual Index under the following subjects:
SCHOOL GOVERNANCE OPERATION