



Villagers Montessori College

18 Dalsol Street, GSIS Village, Barangay Sangandaan, Quezon City, Philippines 1116
Tel. Nos. 8-926-2431 / 8-929-0856
Telefax 8-929-0857
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BASIC EDUCATION DEPARTMENT

04 December 2023

DEPARTMENT MEMORANDUM
No. 2324-BED-006-C

FIRST QUARTER PARENT-TEACHER CONFERENCE (PTC) IN THE SENIOR HIGH SCHOOL LEVEL

TO : LEARNERS, PARENTS, AND GUARDIANS
CLASS ADVISERS
SUBJECT TEACHERS
Basic Education Department

Please take note of the following details concerning the upcoming First Quarter Parent-Teacher Conference for Junior High School:

WHO	All parents, guardians, and class advisers in the Junior High School level.	
WHAT	First Quarter Parent-Teacher Conference (PTC), SY 2023-2024	
WHEN	10 DECEMBER 2023 Sunday 8:00 AM to 12:00 PM	
WHERE	Grade Level and Section	
	11	ABM
		HUMSS – TVL
		STEM
	12	ABM – HUMSS
		STEM A
STEM B		
IMPORTANT REMINDERS	TVL	
	1. Attending parents must follow the school's prescribed dress code for visitors.	
	1.1. Ladies are NOT allowed to wear the following clothing items:	
	1.1.1.	Sleeveless shirts;
	1.1.2.	Spaghetti straps;
	1.1.3.	Backless top;
	1.1.4.	Crop top;
	1.1.5.	Dresses with plunging neckline or are too revealing;
	1.1.6.	Mini-skirts; and
	1.1.7.	Short shorts.
1.2. Gentlemen are NOT allowed to wear the following clothing items:		
1.2.1.	Sando or basketball jersey; and	
1.2.2.	Shorts.	
2. Students may not retrieve their own rating sheets; they need a parent or legal guardian with them. Only parents or legal guardians are permitted to obtain the rating sheets. If parents cannot pick up the rating sheets during the PTC, they should arrange an appointment through the class adviser.		
3. All participants are required to arrive promptly within the designated conference timeframe. The class advisers will not extend the schedule past 12:00 PM to accommodate late arrivals.		
4. Parents or guardians seeking to speak with a specific subject teacher must schedule an appointment through the class adviser. All appointments will be coordinated among the concerned subject teacher, grade level coordinators, and the school principal. Unplanned or unscheduled discussions will not be accommodated.		

The said PTC will be conducted to distribute the students' rating sheets indicating their quarterly performance and to communicate concerns and ideas of parents, guardians, and class advisers regarding students' welfare and holistic development. Parents' involvement in the students' education is incredibly important, and these conferences allow us to work together to ensure their academic success. During the conference, class advisers will discuss the students' achievements, areas of improvement, and strategies to support their growth.

All provisions inconsistent with this Department Memorandum are repealed. The provisions in this Memorandum shall remain in force and effect until rescinded or amended. Inquiries and clarifications on this matter may be raised to the Office of the Vice President for Basic Education and the below-mentioned grade level coordinators.

Immediate dissemination and compliance with the provisions in this Memorandum are directed and expected. Thank you.



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Principal

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