



# 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

<https://www.vmc.edu.ph>

## BASIC EDUCATION DEPARTMENT

23 April 2024

### DEPARTMENT MEMORANDUM

No. 2324-BED-015-A

#### THIRD QUARTER PARENT-TEACHER CONFERENCE (PTC) IN THE PRESCHOOL LEVEL

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

Please take note of the following details concerning the upcoming Third Quarter Parent-Teacher Conference for Preschool level:

WHO	All parents, guardians, and class advisers in the Preschool level.		
WHAT	Third Quarter Parent-Teacher Conference (PTC), SY 2023-2024		
WHEN	<b>APRIL 27, 2024</b> <b>Saturday</b> <b>9:00 AM to 12:00 PM</b>		
WHERE	Grade Level and Section		Classroom Number
	Junior Casa	Orderly	ROOM 105
	Senior Casa	Courteous	ROOM 103
		Polite	ROOM 103
	Advanced Casa	Creative	ROOM 103
		Independent	ROOM 105
		Responsible	ROOM 105
IMPORTANT REMINDERS	<ol style="list-style-type: none"><li>Class advisers will accommodate attending parents individually and on a first-come-first-serve basis. <b>Parents must observe proper decorum and wait for their turn.</b></li><li><b>Attending parents must follow the school's prescribed dress code for visitors.</b><ol style="list-style-type: none"><li>Ladies are NOT allowed to wear the following clothing items:<ol style="list-style-type: none"><li>Sleeveless shirts;</li><li>Spaghetti straps;</li><li>Backless top;</li><li>Crop top;</li><li>Dresses with plunging neckline or are too revealing;</li><li>Mini-skirts; and</li><li>Short shorts.</li></ol></li><li>Gentlemen are NOT allowed to wear the following clothing items:<ol style="list-style-type: none"><li>Sando or basketball jersey; and</li><li>Shorts.</li></ol></li></ol></li><li><b>Students CANNOT retrieve their own rating sheets;</b> they must be accompanied by a parent or legal guardian. <b>Only parents or legal guardians are allowed to collect the rating sheets.</b> If a parent cannot pick up his or her child's rating sheet during the Parent-Teacher Conference, he or she must schedule an appointment through the class adviser.</li><li><b>All participants must arrive promptly within the designated conference timeframe. The class advisers WILL NOT extend the schedule beyond 12:00 PM to accommodate late arrivals.</b></li><li><b>Parents or guardians wishing to speak with a particular subject teacher must schedule an appointment through the class adviser.</b> All appointments will be arranged by the class adviser in collaboration with the relevant subject teacher, grade level coordinators, and the school principal. <b>Impromptu or unscheduled discussions WILL NOT be accommodated.</b></li></ol>		



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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.

Prepared by:

**BERNADETTE MONGUETE**  
Preschool Coordinator

Noted and approved by:

**ADORACION RICO**  
Principal  
Vice President for Basic Education