DIVISION MEMORANDUM
NO. 173, S. 2011

TO: School Heads Concerned
SGC or PTA Representative of the School Concerned
Public School District Supervisors

FROM: GILBERT T. SADSAD
Schools Division Superintendent

SUBJECT: CONDUCT OF FOCUS GROUP DISCUSSION (FGD) FOR STAKEHOLDERS.

DATE: NOVEMBER 7, 2012

1. In consonance with the conduct of the Regional Focus Group Discussion (FGD) for Stakeholders on November 12, 2012 at the ALS Building, the following are advised to report at the ALS Building on November 9, 2012, 9:00 am for briefing of the activities to be undertaken during the Focus Group Discussion.

   1. Barcelonita ES, Cabusao - PSDS, School Head
   2. Pamplona CS, Pamplona - PSDS, School Head, SGC or PTA Representative
   3. Huyonhuyon ES, Tigaon - PSDS, School Head, SGC or PTA Representative
   4. Caroche ES, Balatan - PSDS, School Head
   5. Kinalansan ES, San Jose - PSDS, School Head
   6. Carangcang ES, Magaro-Bombon - PSDS, School Head, SGC or PTA Representative
   7. Bula CS, Bula - PDS, School Head, SGC or PTA Representative

2. School Head of the identified schools shall bring the following data:
   - Report on the utilization of K to 12 Teaching and Learning Resource Materials; Lesson Guide; Pupils Activity Sheet. Narrative report on how the materials are utilized and its impact on their day to day classroom teaching learning activities. Feedback of parents if they have given to teachers or school head.
   - Data/report how SBM grants is utilized and its impact to teachers, pupils and parents.
   - Data on SGC or PTA participants in school planning for the improvement of the school physical facilities, instructional and pupil’s performance.

3. Travelling expenses of the SGC or PTA representative shall be charged against PTA or SGC fund or other source, school heads from school fund and Public School District Supervisors from Division funds subject to availability and to the usual accounting and auditing rules and regulations.

4. For the information and appropriate action of all concerned.