



Republic of the Philippines
Department of Education
Region III – Central Luzon
SCHOOLS DIVISION OF CITY OF BALANGA
BATAAN NATIONAL HIGH SCHOOL – SENIOR HIGH SCHOOL
City of Balanga, Bataan

SCHOOL MEMORANDUM

No. _____ s. 2021

TO: All Teachers

FROM: 
ROLAND M. FRONDA, Ed D, CESO VI
Officer-In-Charge, BNHS-SHS
Assistant Schools Division Superintendent

SUBJECT: **SUBMISSION OF FIRST QUARTER GRADES AND SCHOOL FORMS AND SCHEDULE OF OTHER ACTIVITIES**

DATE: January 6, 2021

This is to inform all Teaching Personnel of the schedule of submission of the First Quarter Grades and accomplishment of School Forms and other activities. Refer to the table below for the schedule:

Dates	Activities
January 4-11, 2021	Accomplishing and printing of SF 9 and SF 10
January 11, 2021	Submission of list of honors to the Subject Group Heads
January 12, 2021	Submission of accomplished SF 9 and SF 10 to the registrar for signing
January 18, 2021	Distribution of School Report Card and first retrieval of outputs for the 2 nd Quarter
January 19, 2021	First Quarter Virtual Honors Recognition Day

For the information, guidance and compliance of all concerned.



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