



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division
Superintendent

7 September 2026

DIVISION MEMORANDUM

No. 434, s. 2026

**ADJUSTMENT OF SCHEDULE FOR THE DISTRIBUTION OF LEARNER'S PROGRESS
REPORT CARDS AND CONDUCT OF PARENT-TEACHER CONFERENCES**

To: Public Elementary and Secondary School Heads
All Others Concerned

1. In view of the Department of Education Joint Memorandum dated September 4, 2026, entitled "**Adjustment of Schedule for Learner's Progress Report Card Distribution and Parent-Teacher Conferences**," and considering the recent class suspensions that may have affected the schedules of schools, all School Heads are hereby authorized to adjust, as necessary, the schedule for the distribution of Learner's Progress Report Cards and the conduct of Parent-Teacher Conferences in their respective schools.
2. The adjusted schedule may be arranged based on the prevailing circumstances of the school and the availability of teachers, parents, and learners, while ensuring that the activities are conducted **until September 18, 2026**.
3. School Heads shall ensure that parents and other concerned stakeholders are properly informed of the adjusted schedule through appropriate and accessible means of communication. Necessary arrangements shall likewise be made to ensure the orderly, meaningful, and productive conduct of the Parent-Teacher Conferences and minimize disruption of classes.
4. For monitoring and coordination purposes, all School Heads are directed to submit their adjusted schedule to the Schools Division Office.
5. All concerned are enjoined to observe proper coordination and flexibility in the implementation of the adjusted schedule, taking into consideration the best interests of learners and the effective delivery of school services.
6. Attached herewith is the Department of Education Joint Memorandum dated September 4, 2026, entitled "Adjustment of Schedule for Learner's Progress Report Card Distribution and Parent-Teacher Conferences," for the information, guidance, and appropriate action of all concerned.



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7. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

For the Schools Division Superintendent:


AURELIO A. SANTISAS, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Republika ng Pilipinas
Department of Education

JOINT MEMORANDUM

**FOR : Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned**

FROM : ~~ATTY. FATIMA LIPP D.~~ PANONTONGAN
Undersecretary and Chief of Staff

~~CARMELA C. ORACION~~
Undersecretary for Learning Systems

**SUBJECT : ADJUSTMENT OF SCHEDULE FOR LEARNER'S PROGRESS
REPORT CARD DISTRIBUTION AND PARENT-TEACHER
CONFERENCES**

DATE : September 4, 2026

In view of the recent class suspensions, School Heads are hereby **authorized to adjust the schedule for the distribution of Learner's Progress Report Cards and the conduct of Parent-Teacher Conferences** in their respective schools, **as necessary, until 18 September 2026.**

School Heads shall inform their respective Schools Division Superintendent of the adjusted schedule for monitoring and coordination purposes.

Immediate dissemination of and strict compliance with this Memorandum is hereby directed.