



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

SEPTEMBER 4, 2025

**MEMORANDUM**  
No. 436, s. 2025

**RE-SCHEDULED CONDUCT OF PARENT-TEACHER CONFERENCE (PTC)  
AND DISTRIBUTION OF REPORT CARDS FOR THE  
FIRST QUARTER, S.Y. 2025-2026**

To: OIC – Office of the Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
OIC - Chief Education Supervisor, SGOD  
Elementary and Secondary Public-School Heads /OICs  
All Others Concerned

1. Pursuant to DepEd Order No.12, s. 2025, which sets the conduct of Parent Teacher Conference (PTC) and distribution of report cards on August 30, 2025, this Division informs the field that due to the rescheduling of the First Quarter Examination, the Parent-Teacher Conference shall instead be conducted of September 13, 2025 (Saturday).
2. In line with this, all schools are hereby directed to observe the following guidelines during the PTC:
  - a. Orientation on ARAL Program.  
  
Class advisers shall present common slides on the ARAL orientation, which shall be prepared and provided by the school. These slides may be based/adopted from the September 8, 2025, orientation materials.
  - b. Distribution of Report Cards.  
  
Report cards of learners shall be formally distributed to parents/ guardians on the same date.
3. Likewise, schools are reminded to include discussions on child protection, anti-bullying policies, and other school-related concerns during the PTC.

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Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
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4. All school heads should ensure full compliance with this directive and document the conduct of the activity through narrative and pictorial reports to be submitted to their respective district supervisors.
  
5. Immediate and wide dissemination of this Memorandum is desired.

For:

**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

By:

  
**ATTY. ERNESS FAITH J. REGACHO-ESPANTO**  
Legal Officer  
Officer-In-Charge

Encl: As stated  
Reference: As stated  
To be indicated in the Perpetual Index

Under the following subjects:

OFFICIALS                      ASSIGNMENTS

JGB/Memo – SCHOOL ASSIGNMENTS OF PUBLIC SCHOOLS DISTRICT SUPERVISOR FOR SCHOOL YEAR 2025 – 2026  
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