



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
 DIVISION OF GENERAL TRIAS CITY  
**LUIS Y. FERRER JR. NORTH NATIONAL HIGH SCHOOL**

15 February 2023

**SCHOOL MEMORANDUM**

No. 16, s. 2023


**CONDUCT OF REGULAR FACULTY AND STAFF MEETING/CLUSTER MEETING**

To: All Teaching and Non-Teaching Personnel

1. This office announces the regular conduct of Faculty and Staff Meeting every **Wednesday** of the week @ **10:30AM** in the school's covered court and every **Friday** for **Cluster Meeting** at **1:00PM** in the **Admin Building**.
2. Anent this, the following shortened period schedule **every Wednesday** shall be observed for **AM shift only**:

TIME	GRADE 7	TIME	GRADE 9-MANGGA/ GRADE 10
6:00 – 6:30	1 <sup>st</sup> Period	6:00 – 6:30	1 <sup>st</sup> Period
6:30 – 7:00	2 <sup>nd</sup> Period	6:30 – 7:00	2 <sup>nd</sup> Period
7:00 – 7:30	3 <sup>rd</sup> Period	7:00 – 7:30	3 <sup>rd</sup> Period
7:30 – 7:50	RECESS	7:30 – 8:00	4 <sup>th</sup> Period
7:50 – 8:20	4 <sup>th</sup> Period	8:00 – 8:20	RECESS
8:20 – 8:50	5 <sup>th</sup> Period	8:20 – 8:50	5 <sup>th</sup> Period
8:50 – 9:20	6 <sup>th</sup> Period	8:50 – 9:20	6 <sup>th</sup> Period
9:20 – 9:50	7 <sup>th</sup> Period	9:20 – 9:50	7 <sup>th</sup> Period

3. There will be **no change of class schedule for PM shift**.
4. Compliance with this Memorandum is earnestly desired.

  
**NANETH P. SALVADOR, EdD**  
 Principal I

GVA / SM NO. 15, S. 2023  
 02/15/23



Address: Wellington Place, Phase VI, Pasong Camachile II, General Trias City, Cavite, Philippines 4107  
 Contact Numbers: (046) 235-0632 / 09190664246 / 09177146495  
 Email Address: 307823@deped.gov.ph

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