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SENIOR HIGH SCHOOL DEPARTMENT

MINUTES OF THE FIRST SHS FACULTY MEETING
School Year 2026–2027

Date: June 26, 2026
Time: 9:00 AM
Venue: Annex 1 – Senior High School Room
Presiding Officer/Facilitator: Ma'am Evangeline G. Miranda, MB – Principal
Participants: Senior High School Faculty Members and Concerned Coordinators

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I. CALL TO ORDER AND OPENING PROGRAM

The first Senior High School Faculty Meeting for School Year 2026–2027 was held on June 26, 2026, at the Annex 1 Senior High School Room. The meeting was facilitated by the School Principal, **Ma'am Evangeline G. Miranda, MB**.

The meeting commenced with an opening prayer, followed by the statement of purpose and acknowledgment of the faculty members present.

In her opening remarks, the Principal emphasized the importance of coordination, collaboration, and accountability among faculty members in ensuring the effective implementation of the Senior High School Program, particularly during the opening weeks of classes.

The objectives of the meeting were presented, focusing on reviewing the Opening Block and the first week of instruction, addressing instructional and administrative concerns, clarifying faculty responsibilities, and discussing preparations and activities for the school year.

II. ADMINISTRATIVE UPDATES

A. Enrollment Status and Class Organization

Updates regarding enrollment and class organization were discussed. In relation to the implementation of the Strengthened Senior High School Curriculum, the Principal informed the faculty about the provision under the newly released **DepEd Order No. 17, Series of 2026**, allowing pilot schools to accommodate transferee students coming from the previous Senior High School curriculum.

It was clarified that the acceptance of transferees shall only be permitted before the examination period of Term 1. Faculty members were advised to be guided by this provision when addressing enrollment inquiries and concerns from prospective transferees.

B. Attendance Monitoring and Learner Tracking

The importance of consistent and systematic monitoring of learner attendance, behavior, and academic progress was emphasized.

Teachers were reminded to properly utilize and maintain the following documents:

- Attendance Sheet
- Guidance Referral Form
- Incident Report
- Anecdotal Record

A specific agreement was established concerning learners with consecutive absences. If a learner incurs **three (3) consecutive days of absence**, the assigned teacher or class adviser must contact the learner and conduct a home visitation to verify the learner's well-being and determine the reasons for the absences.

During the home visitation, the teacher or adviser shall gather the necessary information, address relevant concerns, and establish appropriate interventions to support the learner's return to school.

C. Submission of Reports and Documents

The submission of required instructional and administrative documents was discussed, particularly:

- Learning Needs Assessment (LNA) Summary Results
- Beginning of the Week (BOW) reports
- Curriculum Maps

Teachers were reminded to observe submission schedules and ensure that all submitted documents were accurate, complete, and aligned with the prescribed requirements.

D. School Calendar and Upcoming Activities

Updates regarding the school calendar and scheduled activities were discussed. Faculty members were advised to remain guided by official announcements and coordinate with the Academic Office regarding adjustments and other departmental activities.

III. INSTRUCTIONAL CONCERNS

A. Feedback on the First Week of Classes

Faculty members were given the opportunity to identify concerns encountered during the Opening Block and the initial implementation of classroom instruction. The importance of establishing classroom routines, setting expectations, and ensuring learners' readiness for academic activities was emphasized.

B. Learners at Risk and Intervention Measures

The faculty members were reminded to identify learners who may be at risk academically, behaviorally, or in terms of attendance. Early identification and appropriate interventions were encouraged to prevent these concerns from affecting learners' overall academic performance.

The agreed procedure on contacting parents or guardians and conducting home visitation for learners with three consecutive absences was reiterated as part of the department's learner-monitoring and intervention measures.

C. Utilization of Learning Resources and ICT

The proper utilization of available learning resources, instructional materials, and information and communication technology (ICT) in facilitating classroom instruction was discussed. Teachers were encouraged to maximize available resources to promote meaningful and engaging learning experiences.

D. Class Schedule and Homeroom Guidance Period (HGP)

The Academic Coordinator, **Ma'am May Ebias**, discussed the changes and adjustments in the class schedule for the school year.

She also clarified the intended utilization of the Homeroom Guidance Period (HGP), emphasizing that it must be maximized by class advisers as a designated **Kumustahan Period** for their respective advisory classes.

The period should serve as an opportunity for advisers to check on learners' well-being, monitor their academic and personal concerns, establish meaningful connections, and provide appropriate guidance and support.

Class advisers were reminded that the HGP must not be treated as an idle period or merely as vacant time. Instead, it should be purposefully utilized to strengthen the relationship between advisers and learners and promote a supportive classroom environment.

E. Curriculum Mapping and Instructional Planning Requirements

The importance of proper curriculum planning and mapping was emphasized in preparation for the succeeding academic term.

As agreed during the meeting, all teachers shall submit their respective **Curriculum Maps or Flexible Instructional Delivery Plans (FIDPs) for Term 2 on or before the Term 1 examination period**.

Teachers were reminded to ensure that their instructional plans are properly prepared, aligned with the prescribed curriculum guide and competencies, and reflective of the intended learning outcomes and instructional pacing for the succeeding term.

The Academic Coordinator shall oversee the submission and monitoring of these instructional documents to ensure that teachers are prepared for the implementation of Term 2.

IV. SENIOR HIGH SCHOOL VOUCHER PROGRAM UPDATES

Updates concerning the Senior High School Voucher Program were presented, particularly the status of voucher beneficiaries and the screening and evaluation of supporting documents.

The responsibilities of teacher-advisers and members of the screening committee were discussed to ensure the proper verification, documentation, and processing of beneficiary requirements.

Teachers concerned were reminded to exercise diligence in checking submitted documents and coordinating with the assigned personnel regarding incomplete or questionable requirements.

V. STUDENT AFFAIRS

The meeting also addressed matters concerning learner welfare, discipline, academic performance, and parent-school coordination.

A. Attendance and Discipline Concerns

The importance of implementing consistent attendance monitoring and appropriate disciplinary procedures was reiterated. Teachers were reminded to address attendance and behavioral concerns promptly and document incidents when necessary.

B. Academic and Behavioral Performance

Teachers were encouraged to monitor learners' academic progress and classroom behavior continuously. Appropriate interventions, guidance, and communication with concerned stakeholders were emphasized.

C. Student Handbook Distribution

The distribution and orientation on the Student Handbook were discussed. Faculty members were encouraged to ensure that learners become familiar with school policies, rules, regulations, and expectations.

D. Parent Communication and Coordination

The importance of maintaining proper communication with parents and guardians was highlighted, particularly when addressing attendance issues, academic difficulties, and behavioral concerns. Teachers were reminded to observe appropriate communication channels and maintain professionalism in dealing with parents.

VI. SCHOOL FACILITIES AND PROPERTY MANAGEMENT

The Principal emphasized the importance of responsible utilization, cleanliness, and proper maintenance of school facilities and resources.

A. Energy Conservation and Proper Use of Air-Conditioning Units

Ma'am Evangeline G. Miranda reminded all faculty members to strictly observe the prescribed schedule for the operation of classroom air-conditioning units as part of the school's energy conservation measures.

The following schedule was agreed upon:

Time	Required Action
11:30 AM	Switch OFF air-conditioning units during the learners' lunch break.
1:00 PM	Switch ON air-conditioning units for afternoon classes.
5:00 PM	Switch OFF all air-conditioning units.

Teachers were reminded to ensure that the units are properly switched off after classroom use and that the agreed schedule is consistently observed.

B. Classroom Cleanliness and Maintenance

The Principal reiterated that classrooms must be properly maintained and cleaned during and after use. She emphasized that the classrooms are also utilized by college students during weekdays and weekends; hence, proper classroom maintenance must be observed by all users.

As agreed during the meeting, teachers shall take photographs of their respective classrooms after the learners have completed their cleaning duties. These photographs shall serve as documentation of the classroom's condition after use.

Furthermore, teachers are expected to check their assigned classrooms upon arrival in the morning. Should they find that the classroom has not been properly cleaned by the previous users, they must immediately report the matter to the office for appropriate action and accountability.

The agreement aims to establish proper monitoring, promote shared responsibility, and ensure that classrooms remain clean, orderly, and ready for the next users.

VII. UPDATE ON THE APPLICATION FOR AUTOMATIC GRANT OF GOVERNMENT RECOGNITION

An update regarding the application for the Automatic Grant of Government Recognition of the Senior High School Program was presented.

Since the Department under Samar College is the **PILOT IMPLEMENTER** of **STRENGTHENED SENIOR HIGH SCHOOL Curriculum**, the departments will no longer comply with necessary paperwork's concerning the Government Recognition, instead we are already granted as recognized since we already met the STANDARD requirements.

VIII. UPCOMING ACTIVITIES

A. INSET Re-Echo on Curriculum Planning and Mapping

The conduct of the INSET Re-Echo was discussed following the participation of selected faculty members in the June 2026 INSET held in Tacloban City.

The following teachers were identified as the resource speakers for the re-echo session:

1. Ofelia Crisostomo
2. Eldrian Jaba
3. Joeveymark Sabangan
4. Nicole Allenequi

The INSET Re-Echo was conducted on **June 26, 2026, at 1:00 PM**, immediately after the faculty meeting, at Annex 1 – Senior High School Room.

The session focused on **Curriculum Planning and Mapping**, with the objective of sharing relevant knowledge, updates, and instructional strategies gained from the INSET and establishing a common understanding among faculty members regarding curriculum planning and implementation.

The activity also aimed to guide teachers in preparing their Curriculum Maps and FIDPs in accordance with the requirements of the Strengthened Senior High School Curriculum.

B. Classroom Monitoring and Observation

The implementation of classroom monitoring and observation was discussed as part of the department's instructional supervision and quality assurance efforts.

Teachers were reminded to ensure that classroom instruction is properly planned, learning objectives are clearly established, and teaching strategies are aligned with the prescribed curriculum and competencies.

XI. OTHER MATTERS

A. Faculty Club Election and Organization

The election and organization of the Faculty Club were discussed. The following officers and representatives were identified:

Position	Elected Officer
President	Donald Oliveros
Vice President	Joeveymark Sabangan
Secretary	Ofelia Crisostomo
Treasurer	Nicole Allenequi
Auditor	Mary Jean Batula
Public Information Officer (PIO)	Karen Mae Gabejan
Business Manager	Dannica Carbonquillo
Peace Officer	Arvin Dacles
Peace Officer	Noelle Daphne Caspe
Muse	Maria Claire Dongon
Escort	Eldrian Jaba
Songbird	Jodito Dacuno

The identified officers shall take responsibility for their respective positions and assist in organizing faculty activities and initiatives throughout the school year.

X. CLOSING PROGRAM

Before concluding the meeting, the Principal reiterated the importance of unity, professionalism, and shared accountability among Senior High School faculty members. She encouraged everyone to remain committed to their respective responsibilities and to work collaboratively in addressing the challenges of the new school year.

The faculty members were reminded to observe the agreements established during the meeting, particularly those concerning learner monitoring, classroom maintenance, energy conservation, curriculum planning, and the effective utilization of instructional time.

There being no other matters raised, the meeting was adjourned.

Prepared by:

MAY EBIAS
SHS Academic Coordinator
Senior High School Department

Noted by:

EVANGELINE G. MIRANDA, MB
Principal

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SENIOR HIGH SCHOOL DEPARTMENT

ATTENDANCE SHEET

1ST FACULTY MEETING

JUNE 26, 2026 (ANNEX 1)

Faculty Member	Signature
1. Dannica Carbonquillo	
2. Aila Mae Bolok	
3. Mary Jean Batula	
4. Rica Yangzon	
5. Angelica Gagbo	
6. Karen Mae Gabejan	
7. Nicole Allenequi	
8. Ofelia Crisostomo	
9. Maria Claire Dongon-Elizalde	
10. Noelle Daphne Caspe	
11. Jodito Dacuno	
12. Donald Oliveros	
13. Eldrian Jaba	
14. Joeveymar Sabangan	
15. Arvin Dacles	

MAY T. EBIAS