Cagayan National High School

Tuguegarao City

November 13, 2018

A NARRATIVE REPORT ON WHAT TRANSPIRED LAST NOVEMBER 9, 2018

FILIPINO DEPARTMENT:

MORNING:

1. I Checked the attendance of my co- teachers
2. I checked the grade sheets of some of my co- teachers
3. I collected the Item Analysis on the 2nd Grading period from the teachers in-charged on the 2nd grading Periodic Test, Grade 10 and Grade 9 in-charged submitted 3 copies of the Item Analysis. The Grade 7 and Grade 8 Item Analysis shown to me but they did not yet submit because they are still using it for their SMEA
4. I reminded my co-teachers on the submission of the SMEA, 1 teacher passed her finished SMEA, others are still busy finishing their SMEA including myself, doing other concerns regarding their duties and responsibilities in the Department

AFTERNOON:

1. I received a Memo on the School Paper and gave it to the School Paper Adviser of the Filipino Department
2. I received a Memo from UCV through the office of the Principal of Cagayan National High School regarding the Final Demo of their Practice Teachers assigned in our school scheduled on December 2018 and gave it immediately to the Head of the Filipino Department upon her arrival yesterday
3. I received a Memo regarding the” Mananita” for the City Mayor’s Birthday, I immediately made a picture on it and send through messenger to the Department Head
4. At 3:30, classes were suspended due to GPTA Meeting, I reminded my co- teachers in the Department to attend the meeting, and we attended, I asked sir Elchico to be in-charged of the attendance of the teachers in the Department and well done, during the meeting, the presider presented the GPTA Project for this School Year, questions and suggestions were raised and well discussed

Prepared by:

Received by:

ELIZABETH L. LOZANO LUZVIMINDA T. PASION

Master Teacher II/ Officer In-Charge Head Teacher VI