



**Republic of the Philippines**  
**Department of Education**  
**NATIONAL CAPITAL REGION**  
**SCHOOLS DIVISION OF \_\_\_\_\_**  
**ANDRES BONIFACIO HIGH SCHOOL**  
**LOPEZ ST, BARANGAY TAGKAWAN, CITY OF \_\_\_\_\_**

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**MINUTES OF THE MEETING**  
**Parent-Teachers Conference (PTC)**  
School Year \_\_\_\_\_

**Date: September 18, 2026**  
**Time: 7:30 AM – 9:00 AM**  
**Venue: Room 2**  
**Grade and Section: Grade 3 - Sampaguita**  
**Class Adviser: Mr. Deped Libre**

### **I. Call to Order**

The Homeroom Parent-Teachers Conference was called to order at \_\_\_\_\_ by the class adviser, \_\_\_\_\_. The teacher welcomed the parents and thanked them for their presence and continued support for the learners.

### **II. Opening Remarks**

The class adviser briefly explained the purpose of the conference, which was to provide parents with an update on their child's academic performance, attendance, behavior, and participation during the First Term. The teacher also emphasized the importance of regular communication and cooperation between parents and the school in supporting the learners.

### **III. Matters Discussed**

The following matters were discussed during the conference:

1. **First-Term Academic Performance**  
The class adviser presented the general academic performance of the learners and discussed areas where learners showed progress as well as areas that may require improvement.
  2. **Distribution of Report Cards**  
The report cards were distributed to the parents/authorized representatives. Parents were reminded to review their child's grades and remarks and to discuss these with their child.
  3. **Attendance and Punctuality**  
The teacher reminded parents to monitor their child's attendance and punctuality. The importance of attending classes regularly and avoiding unnecessary absences and tardiness was emphasized.
  4. **Learners' Behavior and Participation**  
The class adviser shared general observations regarding classroom behavior, participation, responsibility, and compliance with school requirements.
  5. **Academic Concerns and Interventions**  
Parents of learners who need additional academic support were informed about the importance of
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monitoring their child's performance and completing missed or pending requirements. Appropriate interventions and communication with subject teachers were encouraged.

**6. Term 2 Important Dates to Remember**

The class adviser presented and discussed the important dates and scheduled activities for Term 2. Parents were reminded to take note of these dates and to help ensure that their children are prepared and able to participate in the scheduled academic activities, examinations, school programs, and other requirements.

**Important dates discussed:**

**7. Nationwide Simultaneous School Safety Drill for Active Attack and Active Shooter**

The parents were informed about the scheduled **Nationwide Simultaneous School Safety Drill for Active Attack and Active Shooter**. The class adviser explained that the activity aims to strengthen the preparedness and awareness of learners and school personnel in responding to potential safety and security threats.

Learners were reminded to follow the instructions of school authorities and designated personnel during the drill, remain calm, and observe the established school safety and emergency procedures. Parents were likewise encouraged to support the school's safety initiatives and to remind their children of the importance of taking the drill seriously.

**8. School Policies and Reminders**

Parents were reminded to support the implementation of school policies, particularly those concerning attendance, discipline, academic requirements, safety, and participation in school activities.

**9. Parent-Teacher Communication**

Parents were encouraged to maintain open and respectful communication with the class adviser and subject teachers regarding their child's academic performance, attendance, behavior, and other school-related concerns.

## **IV. Parents' Concerns and Suggestions**

The parents were given an opportunity to raise questions, concerns, and suggestions regarding their children's academic performance and other school-related matters.

The concerns raised included:

The class adviser responded to the concerns and clarified matters that were within the teacher's responsibility. Concerns requiring coordination with other subject teachers or school personnel were noted for appropriate follow-up.

## **V. Agreements and Action Points**

After the discussion, the following agreements were made:

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1. Parents will regularly monitor their child's grades, attendance, and completion of academic requirements.
  2. Parents will take note of the important dates and activities scheduled for Term 2.
  3. Learners will be encouraged to improve their study habits and take responsibility for their academic performance.
  4. Parents and teachers will maintain open and respectful communication regarding concerns affecting the learners.
  5. Learners will actively participate in school safety drills and follow established safety and emergency procedures.
  6. Parents will continue to support school programs, activities, and policies for the safety, development, and academic success of the learners.

## **VI. Closing**

The class adviser expressed appreciation to the parents for attending the conference and for their continued cooperation and support. The teacher emphasized that consistent collaboration among parents, teachers, and learners is important in promoting academic success, responsible behavior, and a safe school environment.

There being no other matters to discuss, the meeting was adjourned at \_\_\_\_\_.

Prepared by:

\_\_\_\_\_  
*Class Adviser*

Attested by:

\_\_\_\_\_  
*Grade Level Chairman*

Approved by:

\_\_\_\_\_  
*School Principal*

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**Documentation**

[ Insert Pictures here ]

