



Republic of the Philippines  
Department of Education

Region X  
SCHOOLS DIVISION OFFICE OF EDUFILESPH  
**EFILES NATIONAL HIGH SCHOOL**

**COMMUNICATION LOGS**  
**School Year 2025-2026**

Name of Teacher: \_\_\_\_\_

Grade and Section: \_\_\_\_\_

<b>Date</b>	<b>Name of Parent/Guardian</b>	<b>Name of Learner</b>	<b>Purpose of Communication</b>	<b>Modality Used (SMS/Call/Meeting/Messenger/etc.)</b>	<b>Summary of Discussion / Message</b>	<b>Action Taken / Follow-Up</b>
Sept 6, 2025	Mrs. Ana Santos	Maria Santos	Distribution of Report Card and Discussion of Learner's Progress	Face-to-Face (Card Giving Day)	Discussed learner's performance and difficulty in reading comprehension. Parent acknowledged concern and expressed willingness to assist at home.	Parent committed to monitor daily reading and check learner's outputs regularly.
Sept. 6, 2025	Mr. Roberto Cruz	Juan Dela Cruz	Follow-up on Reading Difficulty	Face-to-Face (Conference)	Explained learner's struggles in decoding and fluency. Parent agreed to provide daily reading support.	Parent to conduct 20-minute daily reading practice and give weekly updates.
Sept. 8, 2025	Mrs. Liza Mendoza	Carla Mendoza	Follow-up on Incomplete Outputs	Messenger	Informed parent about missing activities and low participation. Parent acknowledged and promised to supervise tasks.	Learner to complete outputs; parent to monitor and ensure submission.
Sept. 10, 2025	Mr. Daniel Reyes	Mark Reyes	Monitoring of Academic Progress	SMS	Shared learner's low quiz scores and need for improvement. Parent agreed to closely monitor study habits.	Parent to establish study schedule and coordinate with teacher regularly.
Sept. 12, 2025	Mrs. Grace Villanueva	Carlo Villanueva	Feedback on Improved Performance	SMS	Informed parent of learner's improved participation and quiz results. Parent expressed appreciation and commitment to sustain support.	Continue home support and monitor learner's progress.
Sept. 15, 2025	Mr. Edwin Bautista	Joshua Bautista	Follow-up on Behavior Affecting Learning	Phone Call	Discussed learner's behavior impacting academic performance. Parent acknowledged concern and agreed to guide the learner.	Parent to reinforce discipline at home and coordinate with teacher weekly.
Sept. 20, 2025	Mrs. Karen Lopez	Angela Lopez	Progress Monitoring	Messenger	Shared updates on learner's progress and reading level. Parent responded positively and committed to continue support.	Continue monitoring and provide regular updates to parent.
Sept. 25, 2025	Mrs. Patricia Gomez	Nicole Gomez	Reminder for Home Learning Support	Messenger Group Chat	Reminded parents about home reading activities and monitoring of outputs.	Sustain home learning support and attend next scheduled meeting.

					Parent confirmed participation and support.	
Oct. 1, 2025	Mrs. Helen Garcia	Kevin Garcia	Follow-up on Low Quiz Performance	SMS	Informed parent of learner's low quiz scores in English. Parent acknowledged and agreed to supervise study time.	Parent to review lessons with learner and monitor quiz preparation.
Oct. 3, 2025	Mr. Joseph Navarro	Ryan Navarro	Reading Progress Update	Messenger	Shared improvement in learner's reading fluency. Parent expressed appreciation and commitment to continue practice at home.	Continue daily reading practice and weekly monitoring.
Oct. 5, 2025	Mrs. Cynthia Ramos	Ella Ramos	Concern on Absenteeism	Phone Call	Discussed frequent absences affecting learner's performance. Parent explained situation and agreed to ensure regular attendance.	Monitor attendance and provide missed lessons.
Oct. 8, 2025	Mr. Patrick Torres	Liam Torres	Follow-up on Incomplete Activities	Messenger	Notified parent of pending activities. Parent committed to assist learner in completing tasks.	Learner to submit pending outputs within the week.
Oct. 10, 2025	Mrs. Angela Rivera	Sofia Rivera	Behavior and Participation Concern	Face-to-Face (Conference)	Discussed learner's lack of participation. Parent agreed to encourage active involvement in class.	Monitor participation and provide feedback weekly.
Oct. 12, 2025	Mr. Noel Castillo	Andre Castillo	Academic Progress Monitoring	SMS	Provided update on learner's improving grades. Parent expressed gratitude and willingness to continue support.	Sustain study habits and maintain communication.
Oct. 15, 2025	Mrs. Teresa Flores	Chloe Flores	Reading Intervention Follow-up	Messenger	Discussed learner's participation in reading intervention. Parent confirmed support at home.	Continue intervention sessions and monitor progress.

This certifies that the above communication records reflect actual interactions with parents/guardians regarding learners' needs, progress, and achievement.

Prepared by:

**SAMUEL A. SILVERIO**

Teacher

Noted:

**MARIA MAKILING**

School Head