



# MABALACAT CITY COLLEGE

## SENIOR HIGH SCHOOL DEPARTMENT Citizen's Charter (Second Semester)

Number	Tasks	Target Date	Persons in-charge
1	<p><b>Prepare class schedules for the second semester</b></p> <ul style="list-style-type: none"> <li>- Do cross-checking on subjects handled</li> <li>- Check overloading on teachers' schedules</li> <li>- Sign class schedules for advisory classes and subject teachers</li> <li>- Endorse class schedule to the VPAA, Dr. Myrna Calma.</li> </ul>	February 1, 2021	Mr. Kevin Aaron M. Peralta and Mr. Ralfh Emerson Macapagal
3	<p><b>Conduct a meeting for the second semester</b></p> <ul style="list-style-type: none"> <li>- 1<sup>st</sup> agendum: Class orientation for the 2<sup>nd</sup> semester</li> <li>- 2<sup>nd</sup> agendum: Submission of grades</li> <li>- 3<sup>rd</sup> agendum: Releasing of report cards</li> <li>- 4<sup>th</sup> agendum: Module preparation for the second semester</li> </ul>	February 12, 2021	Academic Head, Asst. Academic Head, and SHS Faculty members
4	<p><b>Class Orientation</b></p> <ul style="list-style-type: none"> <li>- Discuss the calendar of the 2<sup>nd</sup> semester</li> <li>- Talk about the class rules and things to remember for the said semester</li> <li>- Include in the presentation the subject orientation if the adviser has a course to teach to the class.</li> <li>- Subject teacher's orientation on concerned courses for the semester</li> </ul>	February 15-19, 2021	Class advisers of the 12 sections in SHS
6	<p><b>Module distribution</b></p> <ul style="list-style-type: none"> <li>- <b>Collect previous modules for the last semester</b></li> <li>- Release newly printed modules for the second semester</li> <li>- Do the process separately for the Dapdap and Main students</li> </ul>	February 19, 2021	Mr. Kevin Aaron M. Peralta and Mr. Ralfh Emerson Macapagal





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<b>7</b>	<p><b>Synchronous or Asynchronous mode of learning</b></p> <ul style="list-style-type: none"> <li>- Have a maximum two online meetings for each month (synchronous)</li> <li>- Monitor class participation and attendance (asynchronous)</li> </ul> <p>Attend students' concerns during class hours (asynchronous)</p>	February 22, 2021	SHS Faculty Members
<b>8</b>	<p><b>Submit grades for the 2<sup>nd</sup> quarter of the first semester</b></p> <ul style="list-style-type: none"> <li>- Printing of report cards for all sections</li> <li>- Releasing of report cards</li> <li>- Do the process separately for the Dapdap and Main students</li> </ul>	<p>February 24, 2021</p> <p>February 25-26, 2021</p> <p>March 1, 2021</p>	SHS Faculty Members

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