



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 04 2022

MEMORANDUM

No. 174, s. 2022

**REGION-WIDE PREPARATIONS FOR ENROLMENT AND OPENING OF CLASSES
FOR SY 2022 - 2023**

TO: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Education Program Supervisors and Public Schools District Supervisors
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. In reference to the attached Regional Memorandum No. NCR - 431, s.2022 signed by Wilfredo E. Cabral, Regional Director, dated July 22, 2022, the following schools are recommended to be monitored/visited by the Regional Monitoring Team (RMT) on August 15, 2022:

- | | |
|------------------------------------|-----------------------------|
| A. F. De Mesa Elementary School | - Mr. Reynaldo O. Comisario |
| B. Putatan Elementary School | - Mr. Felipe W. Marapao |
| C. Muntinlupa National High School | - Dr. Antonio B. Rocha |

2. The members of the Division composite team that will ascertain the readiness of the schools for the Regional Monitoring are as follows:

Dr. Zoren Pepito L. Gubalane	Senior Education Program Specialist
Ms. Madeline Ann L. Diaz	Chief, Curriculum Implementation Div.
Mr. Jay Boy E. Evano	Public Schools District Supervisor
Dr. Marissa M. Andanza	Education Program Supervisor

3. Immediate and wide dissemination and compliance of this Memorandum is desired.


CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent

Encl: As stated

Reference: Regional Memorandum No. 431, s.2022

AVA/PSDS Region-Wide Preparations for the Enrolment and Opening of Classes For SY 2022-2023
174 / August 3, 2022



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
 8805-9935, 8805 - 9940
 sdo.muntinlupa@gmail.com





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DEPARTMENT OF EDUCATION
RECORDS SECTION, DEPED NCR
RELEASED
Date: July 28, 2022
DNCR-F-ORD-033/R0/01112019

REGIONAL MEMORANDUM

No. NCR 431 s. 2022

TO : FUNCTIONAL DIVISION CHIEFS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : Office of the Regional Director

SUBJECT : REGION-WIDE PREPARATIONS FOR ENROLMENT
AND OPENING OF CLASSES FOR SY 2022-2023

DATE : 22 July 2022

1. This Office shall create the Regional Command Center to ensure the smooth preparation for the opening of classes and conduct of enrolment process for the School Year 2022-2023 in pursuant to DepEd Order No. 34, S. 2022, School Calendar and Activities for the aforementioned School Year.
2. The Regional Command Center consists of three (3) teams namely: Data Capture Team, Regional Helpdesk Team, and Regional Monitoring Team. The Data Capture Team shall create and deploy local data template for enrolment and other data. The Regional Helpdesk Team shall respond to phone calls, text messages, and emails of the concerned stakeholders regarding queries on enrolment guidelines. They shall also accommodate walk-in stakeholders with related concerns and coordinate to SDO command centers for referral as necessary. The Regional Monitoring Team shall conduct visitation to selected schools per SDO. All SDOs are requested to recommend three (3) schools to be monitored/visited by the RMT on August 15, 2022
3. The RCC shall be housed in the Public Affairs Unit where assigned RCC members shall report from 8:00 AM - 5:00 PM from July 25- August 22, 2022.
4. Attached are the RCC composition, schedule of reporting, composition of monitoring team for School Visitation, terms of reference, and administrative concerns for your reference.
5. A coordination meeting shall be conducted on July 25, 2022, at 9:00 AM through this link: bit.ly/CoorMeet-RCC. Participants in the coordination meeting are the Regional Command Center Composition Teams. A separate coordination meeting shall be held for the SDOs.



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Tel. Nos.: 920-5824; 926-2213 loc. 801
Email Address: ncr@deped.gov.ph
Website: <http://www.deped.gov.ph/regions/ncr/>



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6. For queries, kindly email at pau.ncr@deped.gov.ph, essd.ncr@deped.gov.ph, pprd.ncr@deped.gov.ph & ftad.ncr@deped.gov.ph.
7. Immediate dissemination of and compliance with this Memorandum is desired.

WILFREDO E. CABRAL
Regional Director



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Enclosure 1

Regional Command Center Composition

Warren A. Ramos	Chairperson
Roger R. Morillos Crisanto A. Ecija	Vice Chair
Warren A. Ramos Lilia A. Ricero Nerissa Z. Lauan Marco B. Realista Joseph T. Indicio Joyce O. De Luna Vergel Jairus J. Emas Joselito S. Limjoco	Regional Data Capture Team
Warren A. Ramos Germa F. Constantino Al-Nemery M. Gangco Eduardo A. Abutal Maria Laarni Carla C. Paranis Gina L. Cruz Joselito S. Limjoco Nerissa Z. Lauan Roger R. Morillos Crisanto A. Ecija Marco B. Realista Lilia A. Ricero	Regional Helpdesk Team
Charito A. Villanueva Maria Laarni Carla C. Paranis Dennis M. Mendoza Alfred G. Desamparo Jr. Connie P. Gepanayao Lilia A. Ricero Andrew E. Tan Rhea B. Eden Louie C. Duterte Nerissa Z. Lauan Naynie L. Ducut Gina L. Cruz Rodolfo J. Colocar Arnold C. Gatus	Regional Monitoring Team



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Gerrie Roderic A. Padilla Atty. Annaliza G. Esperanza Josefino C. Pogoy Jr Christian T. Español	
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Schedule of Reporting

MWF	TTh
Warren A. Ramos Germa F. Constantino Al-Nemery Gangco Eduardo A. Abutal Maria Laarni Carla C. Paranis Gina Cruz Joselito S. Limjoco Nerissa Z. Lauan	Germa F. Constantino Al-Nemery M. Gangco Eduardo A. Abutal Roger R. Morillos Crisanto A. Ecija Marco B. Realista Lilia A. Ricero

Composition of Monitoring Team for School Visitation on August 15, 2022

SDO	Assigned Monitoring Team Members
Caloocan	Charito A. Villanueva
Malabon	Maria Laarni Carla C. Paranis
Navotas	Dennis M. Mendoza
Valenzuela	Alfred G. Desamparo Jr.
Muntinlupa	Connie P. Gepanayao
Las Piñas	Lilia A. Ricero
Parañaque	Andrew E. Tan
Pasay	Rhea B. Eden
Pasig	Louie C. Duterte
Marikina	Nerissa Z. Lauan Naynie L. Ducut
San Juan	Gina L. Cruz
Mandaluyong	Rodolfo J. Colocar
Quezon City	Arnold C. Gatus Gerrie Roderic A. Padilla Atty. Annaliza G. Esperanza
Taguig City - Pateros	Josefino C. Pogoy Jr
Makati	Christian T. Español
Manila	



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Enclosure 2

Administrative Note

RCC Team	Regional Office	Division Office	School
Data Capture Team	a. Creation and deployment of LDC (Local Data Capture) template through PPRD b. Consolidation and organization of data c. Harvest data from the LIS (Quick Count)	a. Ensure the accuracy and completeness of school data entries in the template through SGOD Planning Unit b. Consolidation and organization of data c. Harvest data from the LIS (Quick Count)	a. Provide data entries in the LDC template and LIS through LIS/EBEIS Coordinator <i>*Reminder: Cut-off period in LDC shall be every Friday, 12NN starting from July 29, 2022</i>
Helpdesk Team	a. Respond to phone calls, text messages, and emails of the concerned stakeholders regarding queries on enrolment guidelines. b. Accommodate walk-in stakeholders with related concerns and coordinate to SDO command centers for referral as necessary. c. Prepare and disseminate advocacy materials	a. Respond to phone calls, text messages, and emails of the concerned stakeholders regarding queries on enrolment guidelines. b. Accommodate walk-in stakeholders with related concerns and coordinate to schools for referral as necessary. c. Prepare and disseminate advocacy materials	a. Respond to phone calls, text messages, and emails of the concerned stakeholders regarding queries on enrolment guidelines. b. Accommodate walk-in stakeholders with related concerns and coordinate to SDOs and community partners as necessary. c. Prepare and disseminate advocacy materials



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Monitoring Team	a. Conduct visitation to selected schools per SDO and look into the preparation of schools from enrolment to opening of classes. b. Prepare and submit field/monitoring reports to the Office of Regional Director through. Link will be sent to the monitors via email.	a. Recommend three (3) schools to be monitored by the RMT. b. Notify the schools to be visited by the RMT.	a. Prepare documents related to enrolment and preparation for the opening of classes.
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Helpdesk Hotline:

Landline Number: 8250 3510/ 8250 3530/ 8250 3531/ 8250 3532

Email: pau.ncr@deped.gov.ph, essd.ncr@deped.gov.ph, pprd.ncr@deped.gov.ph & ftad.ncr@deped.gov.ph

Phone Number: 0917 303 1432



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