



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

**MEMORANDUM**

**No. 084, s. 2023.**

**CONSOLIDATION OF PUBLIC ELEMENTARY AND SECONDARY SCHOOL  
STUDENTS' SHOE SIZES FOR DISTRIBUTION FOR THE SY 2023-2024**

To: OIC – Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, Schools Governance and Operations Division  
Administrative Officer V  
Public Elementary and Secondary School Principals/OICs  
All Others Concerned

1. This Office hereby informs all public elementary and secondary schools that the City Government of Muntinlupa will be distributing school shoes to all public school students for School Year 2023-2024.
2. The reference data for the recipients will be the enrolled school students for school year 2022–2023. Every student (except those in grade 12, which will graduate this school year) will be measured in school to determine their size. Moreover, transferees and incoming kindergartens will not be included as recipients because they will not be counted and measured this school year.
3. Coordination of the teachers, school property custodians, and ICT coordinators is highly required in accomplishing the forms needed in the consolidation of shoe sizes. (*See attached public students' shoe sizes consolidation process.*)
4. Please take note that uploaded accomplished templates/forms cannot be modified upon submission. Moreover, the uploading site will be closed on **April 25, 2023, at 5:00 p.m.**
5. Other details are found in the attached annexes.
6. For guidance and strict compliance. Immediate and wide dissemination of this Memorandum is desired.

  
**CARLEEN S. SEDILLA CESO V**  
Schools Division Superintendent

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Encl: As stated  
Reference: Attached  
To be indicated in the Perpetual Index  
under the following subjects:

TEACHERS

DISTRIBUTION

REPORTS

JIL/ CONSOLIDATION OF PUBLIC STUDENTS' SHOE SIZES FOR DISTRIBUTION IN THE SCHOOL YEAR 2023-2024  
084 / March 31, 2023

## **PUBLIC STUDENTS' SHOE SIZES CONSOLIDATION PROCESS**

### **1. Consolidation of the students' shoe sizes per class advisory**

- a. Schools, through the class advisers, are directed to consolidate the students' shoe sizes and give the reply slip to the parents. *(See Annex A.)*
- b. The class advisers are directed to strictly obtain and secure all the **signed reply slips** from the parents.
- c. The number and size of the shoes will be known through the reply slip, and the parents will be given the opportunity to verify their child's shoe size, which they have agreed to and signed as the parent or guardian of the child.
- d. The class advisers shall encode the shoe sizes of the students in the template provided. *(See Annex B.)* This template will be provided to the teachers by the school property custodians and or can be downloaded from this link: <https://tinyurl.com/SDOMUNTISHOESIZES>.
- e. The teachers will also provide the summarized shoe sizes to the property custodians *(bottom portion of Annex B.)*
- f. The consolidated shoe sizes/master list per class advisory (soft and hard copy) shall be forwarded to the school property custodian.

### **2. Consolidation of the students' shoe sizes per school**

- a. The School Property Custodians shall secure the hard and soft copies of the students' sizes per class advisory.
- b. Validate the summary provided against the master list provided by the class advisers.
- c. The School Property Custodians shall consolidate and encode the total number per grade level in the template provided. *(See Annex C.)*

### 3. Uploading of the Consolidated Shoe Sizes

- a. **Only the property custodians** shall upload *all the accomplished class advisory excel templates (zipped master lists)* and the *school consolidated report for school sizes* through the link QR code below or can be through this link: <https://tinyurl.com/SDOMUNTISHOESIZES>.

Scan the link



The School ICT Coordinators are directed to assist the property custodians in zipping and uploading the forms.

- b. Please take note that uploaded accomplished templates/forms cannot be modified upon submission. Moreover, the uploading site will be closed on April 25, 2023, at 5:00 p.m.**

## ANNEX A.

### MGA NAKAKA-PROUD NA MAGULANG:

Magandang araw sa ating lahat!

Isang magandang balita po ang hatid sa inyo ng Pamahalaang Lungsod ng Muntinlupa. Sa susunod na school year (SY 2023-2024) magbibigay po ang pamahalaang lungsod ng libreng sapatos/school shoes sa lahat ng mag-aaral sa pampublikong paaralan sa lungsod.

Upang maisakatuparan ang programang ito susundin natin ang mga sumusunod na panuntunan:

- ✓ Bawat mag-aaral (maliban sa grade 12 na magtatapos na ngayong school year) ay susukatan sa paaralan upang matukoy ang kanilang size.
- ✓ Malalaman ang bilang at sukat ng sapatos sa pamamagitan ng *reply slip* at kayo po ay bibigyan ng pagkakataon na iverify ang sukat ng paa ng inyong anak na sinang-ayunan at pinirmahan ninyo bilang magulang o tagapangalaga ng bata.
- ✓ Hindi maisasama ang mga *transferee at incoming kindergarten* sa SY 2023-2024 dahil sila po ay hindi mabibilang at masusukatan ngayong taon.
- ✓ Ayon sa panuntunan ng pagpopondo ng Pamahaalang Lungsod ng Muntinlupa, hindi pa magkakaroon ng alokasyon o mapopondohan ang mga batang wala pa sa paaralan dahil hindi pa matutukoy ang lahat ng tiyak na sukat ng kanilang mga paa at layunin din ng program na hikayatin ang bawat kabataan na pumasok sa paaralan.

Layunin ng programang ito na patuloy na suportahan ang mga batang Muntinlupeno upang makapagpatuloy ng pag-aaral at mag-aral ng mabuti. Ito po ay prebelihiyong handog ng ating pamahalaang lungsod alinsunod sa *karunungan* agenda ng ating punong lungsod.

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### REPLY SLIP

PANGALAN NG MAG-AARAL: \_\_\_\_\_ SHOE SIZE: \_\_\_\_\_  
KASARIAN (SEX): \_\_\_\_\_ BAITANG AT SEKSIYON: \_\_\_\_\_  
GURONG TAGAPAYO: \_\_\_\_\_  
PAARALAN: \_\_\_\_\_  
PANGALAN NG MAGULANG: \_\_\_\_\_ Contact No. \_\_\_\_\_

Ako si \_\_\_\_\_ na may anak na kasalukuyang nag-aaral sa \_\_\_\_\_, ay lumagda sa kasulatang ito bilang pagpapatunay na ang lahat ng nakasulat dito ay aking nabasa at naintindihan. (Icheck at lagyan ng initial)

\_\_\_\_\_ Sumasang-ayon ako sa sukat ng sapatos ng aking anak ayon sa sukat ng kanyang adviser.

\_\_\_\_\_ Batid ko ang sukat ng sapatos ng aking anak ngunit nais ko ng mas malaking size (one size bigger) para sa susunod na school year

\_\_\_\_\_ Hindi ako sang-ayon sa size na binigay at narito ang size ng aking anak \_\_\_\_\_.

\* Maari pong magpunta sa paaralan kung nais ninyong maverify ang sukat ng sapatos ng inyong anak

\_\_\_\_\_  
Lagda ng Magulang  
(Signature over printed name)

## ANNEX B.

**Schools Division Office of Muntinlupa**  
**Laguerta St., Tunasan, Muntinlupa City**

|                         |  |
|-------------------------|--|
| <b>School</b>           |  |
| <b>Name of Adviser:</b> |  |
| <b>Section:</b>         |  |
| <b>School Year</b>      |  |

[illegible]

Prepared by:

Name of Adviser

Checked by:

Name of Property Custodian

## SUMMARY OF SHOE SIZE

### BOYS

|                 |   |
|-----------------|---|
| Boy 11-12/26-27 | 0 |
| Boy 13-14/28-29 | 0 |
| Boy 15-16/30-31 | 0 |
| Boy 1/32        | 0 |
| Boy 2/33        | 0 |
| Boy 3/34        | 0 |
| Boy 4/35        | 0 |
| Men 5/36        | 0 |
| Men 6/37        | 0 |
| Men 7/38        | 0 |
| Men 8/39        | 0 |
| Men 9/40        | 0 |
| Men 10/41       | 0 |
| Men 11/42       | 0 |

### GIRLS

|             |   |
|-------------|---|
| Girl 11/26  | 0 |
| Girl 12/27  | 0 |
| Girl 13/28  | 0 |
| Girl 14/29  | 0 |
| Girl 15/30  | 0 |
| Girl 16/31  | 0 |
| Girl 1/32   | 0 |
| Girl 2/33   | 0 |
| Girl 3/34   | 0 |
| Girl 4/35   | 0 |
| Women 5/36  | 0 |
| Women 6/37  | 0 |
| Women 7/38  | 0 |
| Women 8/39  | 0 |
| Women 9/40  | 0 |
| Women 10/41 | 0 |

## ANNEX C.

Schools Division Office of Muntinlupa  
Laguerta St., Tunasan, Muntinlupa City

## CONSOLIDATED REPORT FOR SCHOOL SHOE SIZES

| School                     |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
|----------------------------|-------------------------------------------|---------------------|---------------------|---------------------|---------------|---------------|---------------|--------------|--------------|--------------|--------------|---------------|---------------|---------------|---------------|---------------|----------------|
| Name of School Head        |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| Name of Property Custodian |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| School Year                |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| Grade Level                | Category / Sizes                          |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
|                            | Total Number<br>of Enrolment<br>of Female | Girl<br>11/26       | Girl<br>12/27       | Girl<br>13/28       | Girl<br>14/29 | Girl<br>15/30 | Girl<br>16/31 | Girl<br>1/32 | Girl<br>2/33 | Girl<br>3/34 | Girl<br>4/35 | Women<br>5/36 | Women<br>6/37 | Women<br>7/38 | Women<br>8/39 | Women<br>9/40 | Women<br>10/41 |
| Kinder                     |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| Grade 1                    |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| Grade 2                    |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| Grade 3                    |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| Grade 4                    |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| Grade 5                    |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| Grade 6                    |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| Grade 7                    |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| Grade 8                    |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| Grade 9                    |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| Grade 10                   |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| Grade 11                   |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| TOTAL                      | 0                                         | 0                   | 0                   | 0                   | 0             | 0             | 0             | 0            | 0            | 0            | 0            | 0             | 0             | 0             | 0             | 0             | 0              |
| Grade Level                | Category / Sizes                          |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
|                            | Total Number<br>of Enrolment<br>of Male   | Boy 11-<br>12/26-27 | Boy 13-<br>14/28-29 | Boy 15-<br>16/30-31 | Boy 1/32      | Boy 2/33      | Boy 3/34      | Boy<br>4/35  | Men<br>5/36  | Men<br>6/37  | Men<br>7/38  | Men<br>8/39   | Men<br>9/40   | Men<br>10/41  | Men<br>11/42  |               |                |
| Kinder                     |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| Grade 1                    |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| Grade 2                    |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| Grade 3                    |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| Grade 4                    |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| Grade 5                    |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| Grade 6                    |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| Grade 7                    |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| Grade 8                    |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| Grade 9                    |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| Grade 10                   |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| Grade 11                   |                                           |                     |                     |                     |               |               |               |              |              |              |              |               |               |               |               |               |                |
| TOTAL                      | 0                                         | 0                   | 0                   | 0                   | 0             | 0             | 0             | 0            | 0            | 0            | 0            | 0             | 0             | 0             | 0             | 0             | 0              |

Prepared by:

**Name of Property Custodian**

**Checked by:**

**Name of School Head**