



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

AUG 29 2023

MEMORANDUM

**GUIDELINES ON THE DISTRIBUTION OF PUBLIC ELEMENTARY AND
SECONDARY SCHOOL LEARNERS' SHOES, BAGS, AND SUPPLIES FOR
THE SY 2023-2024**

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

1. Relative to the school shoes, bags, and supplies distribution for the learners for SY 2023-2024, sponsored by the City Government of Muntinlupa, attached are the guidelines, which include the timeline, turn-over schedule, and forms needed for the said activity.
2. Strict compliance with the forms attached is required.
3. Immediate and wide dissemination of this Memorandum is desired.


EVANGELINE P. LADINES CESOSA
Schools Division Superintendent

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

DISTRIBUTION

REPORTS

JIL/ GUIDELINES SCHOOL SHOES AND SUPPLIES
271/ AUGUST 24, 2023

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**GUIDELINES ON THE DISTRIBUTION OF PUBLIC ELEMENTARY AND
SECONDARY SCHOOL LEARNERS' SHOES, BAGS, AND SCHOOL
SUPPLIES FOR THE SY 2023-2024**

TIMELINE

DATE	ACTIVITY	KEY PERSONNEL	REFERENCE/ LIQUIDATION FORMS
Before August 29, 2023	School Orientation on the distribution of school shoes, bags, and supplies	-School Principal -School Property Custodian -Teachers -Parents	
September 1, 2023	Turn-over ceremony with Mayor, City Councilors, and, City Government of Muntinlupa Department Heads Select one (1) grade level	-Mayor -City Councilors -CGOM Department Heads -School Principal -School Property Custodian -Teachers	Annex A. Distributed Shoes Per Advisory Class
September 1-4	Consolidation of the shoe sizes of learners enrolled in kindergarten per advisory class	-Current Class Advisory	Annex C. Request for Additional Shoes (Kindergarten) Annex D. Summary Of Received And Distributed Shoes (Kindergarten) Important: Annex I. Reply Slip
September 4-8, 2023	Distribution of school bags and supplies per advisory class for Kindergarten	-Current Class Advisory Teachers for School Supplies	Annex E. Distributed Bags And School Supplies Per Advisory Class (Kindergarten To Grade 12)
September 4- 15, 2023	Distribution of school bags and supplies to all enrolled learners in all public schools in Muntinlupa (Grades 1-12)	-Current Class Advisory Teachers	Annex E. Distributed Bags And School Supplies Per Advisory Class (Kindergarten To Grade 12)
September 4- 15, 2023	Distribution of school shoes to enrolled learners in all public schools in Muntinlupa whose shoe sizes were	-Former Class Advisory Teachers for shoes	Note: signed SY 2022-2023 class advisory master list and reply slips Annex A. Distributed Shoes Per Advisory Class

	measured last school year (Grades 1-12) <i>(Shoes, bags, and supplies must be initially inspected by the Commission on Audit of the City Government of Muntinlupa before distribution.)</i>		Annex J. For the School Allocation of Shoes, Bags and Supplies
September 5, 2023	Submission of consolidated shoe sizes of learners enrolled in kindergarten to the School Property Custodian	-Present Class Advisory Teachers -School Property Custodian	Annex C. Request For Additional Shoe (Kindergarten) Annex D. Summary Of Received And Distributed Shoes (Kindergarten)
September 6, 2023	Consolidation of School Property Custodian for kindergarten shoes	-School Property Custodian	Annex H. School Consolidated Report for Kindergarten Shoe Sizes
September 7, 2023	Submission of consolidated shoe sizes per school level for students enrolled in kindergarten to the Division Supply Officer, Joiche I. Luna (First Come, First Serve Basis)	-School Property Custodian -School Principal -Division Supply Officer	Signed Annex H to SDO Office Upload soft copy: https://bit.ly/KSHOESIZES Or Scan to Upload: 
September 8, 2023	Submission of additional request for kindergarten shoes to the General Services Office of the City Government of Muntinlupa	-Division Supply Officer -CGOM Procurement Officer	
September 12, 2023	Start of the distribution of shoes for the enrolled kindergarten learners	-Present Class Advisory Teachers	Annex A. Distributed Shoes Per Advisory Class
September 15, 2023	Submission of liquidation of school shoes, bags, and supplies by the Class Advisory Teachers to the School Property Custodian	-Present Class Advisory Teachers -Former Class Advisory Teachers	Annex B. Summary Of Distributed Shoes Per Advisory Class (Grades 1-12)

		-School Property Custodian	Annex D. Summary Of Distributed Shoes (Kindergarten)
September 20, 2023	Submission of liquidation of school shoes, bags, and supplies to the Division Supply Officer	-School Property Custodian -Division Supply Officer	Annex F. Schools Inventory of Shoes Annex G. Schools Inventory Of Bags And Supplies Scan to update: https://bit.ly/LIQUIDATIONMUNTI
September 20, 2023	Return of unclaimed shoes, bags, and supplies to the City Government of Muntinlupa (No distribution of shoes to transferees yet)	-School Property Custodian	

Additional:

- **Annex J. School Allocation of Shoes, Bags and Supplies**
- **Scan the QR Code for the soft copy of the Annexes:**
<https://bit.ly/ANNEXES2023>



SCHOOL TURN-OVER WITH MAYOR ROZZANO RUFINO B. BIAZON, THE CITY GOVERNMENT OF MUNTINLUPA'S COUNCILORS, AND DEPARTMENT HEADS

DATE: SEPTEMBER 1, 2023

A. TURN-OVER WITH MAYOR BIAZON, CITY COUNCILORS, CGOM DEPARTMENT AND COUN. JEDIDIAH PRESNEDI (COMMITTEE ON EDUCATION)

Note:

1. The schools below are the priority schools to be visited by the Mayor and shall commence upon his arrival.
2. City departments should be present at least 15 minutes before commencement.
3. The lead office/officer for the program is the respective principal for each school.
4. Distribution in a conspicuous place, preferably in the school's gymnasium (1 grade level distribution only).

TIME	SCHOOL	ASSIGNED COUNCILOR	ASSIGNED DEPARTMENT
7:30 AM	SUCAT ELEMENTARY SCHOOL	COUN. RODOLFO W. MOLDEZ JR. COUN. MAMERTO T. SEVILLA	CITY ARCHITECT'S OFFICE -CITY BUILDING OFFICE -DEPT. OF DISASTER RESILIENCE AND MANAGEMENT
8:20 AM	CUPANG SENIOR HIGH SCHOOL	COUN. CORNELIO M. MARTINEZ COUN. KENICHI TAKAGI	EARLY CHILDHOOD EDUCATION DIVISION -INTERNATIONAL RELATIONS / COMPETITIVENESS
9:00 AM	CUPANG ELEMENTARY SCHOOL	COUN. RODOLFO W. MOLDEZ JR. COUN. KENICHI TAKAGI COUN. MARISSA COLE- RONGAVILLA	DEPARTMENT OF INTERNAL AUDIT -VICE MAYOR'S OFFICE -DRUG ABUSE PREVENTION AND CONTROL OFFICE
9:40 AM	ALABANG ELEMENTARY SCHOOL	COUN. MARK LESTER M. BAES COUN. ARLENE D. HILAPO COUN. CORNELIO M. MARTINEZ	YOUTH AFFAIRS AND SPORTS DEVELOPMENT OFFICE -SOCIAL SERVICES DEPARTMENT

10:20 AM	PEDRO E. DIAZ HIGH SCHOOL	COUN. MARK LESTER M. BAES COUN. FRANCIS IAN T. BAGATSING	LOCAL CIVIL REGISTRY -EXTENSION SERVICES OFFICE (DEPT. OF AGRI.)
11:00 AM	PUTATAN ELEMENTARY SCHOOL	COUN. RACHEL C. ARCIAGA COUN. PATY KATY BONCAYAO	BUSINESS PERMIT AND LICENSING OFFICE -PUBLIC EMPLOYMENT SERVICE OFFICE -OFFICE OF THE CITY ASSESSOR
1:00 PM	ITAAS ELEMENTARY SCHOOL	COUN. ATTY. RAUL R. CORRO COUN. VALENTINO D. NIEFES COUN. IVEE ARCIAGA-TADEFA	MUNTINLUPA POPULATION DEVELOPMENT OFFICE -ANTI-GRAFT DIVISION -ENVI. PROTECTION & NATURAL RESOURCES OFFICE
1:45 PM	MUNTINLUPA NATIONAL HIGH SCHOOL	COUN. ATTY. RAUL R. CORRO COUN. ALEXSON V. DIAZ COUN. IVEE ARCIAGA-TADEFA	PAMANTASAN NG LUNGSOD NG MUNTINLUPA -LOCAL ECONOMIC INVESTMENT AND PROMOTIONS -GENDER AND DEVELOPMENT OFFICE
2:30 PM	POBLACION ELEMENTARY SCHOOL	COUN. ATTY. RAUL R. CORRO COUN. ALEXSON V. DIAZ COUN. IVEE ARCIAGA-TADEFA	CITY MAYOR'S OFFICE -CITY HEALTH OFFICE -CITY ACCOUNTING DEPARTMENT
3:20 PM	MUNTINLUPA ELEMENTARY SCHOOL	COUN. VALENTINO D. NIEFES COUN. ALLAN REY A. CAMILON COUN. IVEE ARCIAGA-TADEFA	CITY ADMINISTRATOR'S OFFICE -MUNTINLUPA SCHOLARSHIP DIVISION -CITY ENGINEERING DEPARTMENT
4:00 PM	TUNASAN NATIONAL HIGH SCHOOL	COUN. ATTY. RAUL R. CORRO COUN. ALEXSON V. DIAZ COUN. WALTER ARCILLA	CITY HUMAN RESOURCES MANAGEMENT DEPT. -MUSEO NG MUNTINLUPA -GENERAL SERVICES OFFICE

B. TURN-OVER WITH CITY GOVERNMENT OF MUNTINLUPA DEPARTMENT HEADS (9-11 AM)

Note:

1. Classroom Distribution (1 grade level only)
2. Simultaneous distribution (9-11 a.m.)

SCHOOL	ASSIGNED DEPARTMENT
BAGONG SILANG ELEMENTARY SCHOOL	URBAN POOR AFFAIRS OFFICE SQUATTING PREVENTION AND CONTROL DIVISION
BAYANAN ELEMENTARY SCHOOL	CITY PLANNING AND DEVELOPMENT OFFICE MANAGEMENT INFORMATION SYSTEMS OFFICE
BAYANAN ELEMENTARY SCHOOL - UNIT 1	LAKE MANAGEMENT OFFICE OFFICE OF THE SENIOR CITIZEN'S AFFAIRS
BULI ELEMENTARY SCHOOL	CITY PUBLIC LIBRARY CITY ZONING OFFICE
CUPANG ELEMENTARY SCHOOL - ANNEX	PUBLIC ORDER AND SAFETY OFFICE MUSLIM AFFAIRS OFFICE
F. DE MESA ELEMENTARY SCHOOL	CENTRAL RECORDS OFFICE ASSETS MANAGEMENT OFFICE
FILINVEST ALABANG ELEMENTARY SCHOOL	OSPITAL NG MUNTINLUPA COOPERATIVE DEVELOPMENT OFFICE
LAKEVIEW INTEGRATED SCHOOL	CITY TREASURER'S OFFICESAKLOLO AT GABAY NG INA AT PAMILYA
MUNTINLUPA BUSINESS HIGH SCHOOL ANNEX	MUNTINLUPA CITY TECHNICAL INSTITUTE PEOPLE'S COORDINATING OFFICE
MUNTINLUPA BUSINESS HIGH SCHOOL MAIN	MUNTINLUPA TRAFFIC MANAGEMENT BUREAU COMMUNITY AFFAIRS AND DEVELOPMENT OFFICE

MUNTINLUPA SCIENCE HIGH SCHOOL	BIDS AND AWARDS COMMITTEE SECRETARIAT CITY BUDGET AND MANAGEMENT DEPARTMENT ENVIRONMENTAL SANITATION CENTER
POBLACION NATIONAL HIGH SCHOOL	CITY LEGAL OFFICE MUNT. ENTREPRENEURSHIP FINANCING DIVISION
SOLDIERS HILLS ELEMENTARY SCHOOL	OFFICE OF THE MARKET ADMINISTRATOR SPORTS AND RECREATIONS MANAGEMENT DIVISION
SUCAT ELEMENTARY SCHOOL Z3	COLEGIO DE MUNTINLUPA
SUCAT ELEMENTARY SCHOOL Z4	PERSONS WITH DISABILITY AFFAIRS OFFICE
TUNASAN ELEMENTARY SCHOOL	TOURISM, CULTURE AND THE ARTS DEPARTMENT OFFICE OF THE CITY VETERINARIAN
VICTORIA HOMES ELEMENTARY SCHOOL	MOTORPOOL SECTION CITY SECURITY OFFICE

A. SHOE DISTRIBUTION GUIDELINES

1. Shoes Recipients' Level of Prioritization

Priority: Enrolled learners in all public schools in Muntinlupa whose shoe sizes were measured last school year.

Special Priority: *Enrolled kindergarten learners* (based on inventory stock, on a first-come, first-served basis, with a predetermined set of shoe sizes from which the parents of the learners can choose).

2. Distribution of shoes per class advisory

- a. **Class advisers are directed to assist in the distribution of the learners' shoes based on the school's own strategic scheme and discretion.**

- *Enrolled learners in all public schools in Muntinlupa whose shoe sizes were measured last school year*
 - Distribution will be conducted from September 4 to 8, 2023, depending on the strategy and suitability of the school.
 - Former Class Advisers (SY 2022-2023) are directed to assist in the distribution of shoes to their former class advisory students.
- *For the incoming kindergarten learners*
 - Parents will choose shoe sizes from the available patterns that will be provided by SDO through the school property custodians (This will be on a first-come, first-served basis until supplies last).
 - The consolidation of shoe sizes will be done by their present class adviser based on Schools Division Office Memorandum No. 084, s. 2023.
 - See attached Annexes:
 - ✓ Annex C: form to be submitted by the kindergarten class adviser for the request for additional shoes.
 - ✓ Annex H: school consolidated report for Kindergarten shoe sizes to be submitted by the School Property

Custodian to the Division Supply Officer for school allocation.

✓ Annex A: Distributed Shoes Per Advisory Class

Shoes (transfer of learners to other cities or municipalities, transfer to private schools, non-enrolment, etc.) will be part of the schools' buffer stock or inventory and eventually will be returned to the City Government of Muntinlupa.

Please note that there will be a special meeting for the unclaimed shoes to be announced.

b. Schools are directed to secure documents stated below.

- *Documents to be secured by the **Former Class Advisers** of enrolled learners in all public schools in Muntinlupa whose shoe sizes were measured last school year:*
 - *Class consolidated/master list of shoe sizes submitted to the school property custodian last school year (2022-2023) as a reference for allocation from the school and distribution to learners*
 - *Reply slips as a reference or waiver if the student opted not to receive shoes (signed by the parent)*
 - *Certificate of Enrolment (COE)/ School Card from the public school (depending on the policy of the school) will be signed by the former advisory teacher after claiming the shoes*
 - *Liquidation of shoe forms (See Annexes)*
- *Documents to be secured by the **Present Class Advisers/ School Property Custodians***
 - *Class consolidated/master list of shoe sizes for SY 2023-2024 and other related documents to be submitted to the school property custodians for requests for additional shoes (for incoming kindergarten learners). Important: Reply Slip (See Annex I)*
 - *Liquidation of shoe forms (See Annexes)*

3. Liquidation of School Shoes

- a. The class advisers shall secure the signatures and pictures of the recipients (See attached Annex A: Distributed Shoes per Advisory Class). This template will be provided to the teachers by the School Property Custodians.
- b. The list of distributed school shoes signed by the claimants (Annex A) must be submitted by the Class Advisers to the School Property Custodian for liquidation with attached documentation of pictures of the claimants.
- c. The teachers shall return undistributed shoes and submit the summary of distributed shoe sizes to their School Property Custodians on or before September 15, 2023, for inventory. (See attached Annex B: Summary of Distributed Shoes per Advisory Class, and Annex D: Summary of Distributed Shoes (Kindergarten).
- d. Undistributed shoes will be returned to the school property custodian for inventory.
- e. Late claimants who are enrolled learners in all public schools in Muntinlupa whose shoe sizes were measured last school year, will claim from the School Property Custodians.
- f. The School Property Custodians shall submit the liquidation of shoes to the School Division Supply Officer and update online at **<https://bit.ly/LIQUIDATIONMUNTI>** for easy consolidation by the Schools Division Office. (See attached Annex F: Schools Inventory Shoes)
- g. Unclaimed shoes from the learners whose shoe sizes were measured last year will eventually be returned to the City Government of Muntinlupa. There will be no distribution of shoes to transferees yet; please wait for further announcements.

B. SCHOOL BAG AND SUPPLIES DISTRIBUTION GUIDELINES

1. School Bag and Supplies Recipients

Recipients are all enrolled public school learners in Muntinlupa for the SY 2023-2024 from Kinder to Grade 12. The allocation per school is based on the attached Annex J: School Bags and Supplies Allocation per School.

2. Distribution of school bags and shoes per class advisory

- a. Division-wide distribution of school supplies will be conducted from September 4 until 8, 2023.
- b. Current Class advisers (2023-2024) are instructed to distribute the learners' bags and shoes based on the schools' strategic scheme.
- c. Undistributed bags and supplies will be returned to the school property custodian for inventory.

3. Liquidation of School Bags and Supplies

- a. The class advisers shall secure the signatures and pictures of the recipients (See attached Annex E: Bags and School Supplies per Advisory Class). This template will be provided to the teachers by the School Property Custodians.
- b. The list of distributed school bags and supplies (Annex E) must be submitted by the Class Advisers to their School Property Custodian for liquidation with attached documentation of pictures of recipients.
- c. The teachers shall return undistributed school bags and supplies and submit the summary of distributed shoe sizes to their School Property Custodians on or before September 15, 2023, for inventory. (Bottom portion of Annex E).
- d. Late claimants who are enrolled learners in all public schools in Muntinlupa will claim from their School Property Custodians.
- h. The School Property Custodians shall submit the liquidation of bags and supplies to the School Division Supply Officer and update online at <https://bit.ly/LIQUIDATIONMUNTI> for easy consolidation of the Schools Division Office. (See attached Annex G: Schools Inventory of Bags and Supplies)

C. GRANT OF SERVICE CREDITS TO TEACHERS FOR THE DISTRIBUTION OF SCHOOL SHOES, BAGS, AND SUPPLIES

Service credits for not more than three (3) days will be granted to the teachers on vacation and Administrative officers on weekends, who will be assisting in the distribution of school shoes, bags, and supplies following the guidelines of the Division Memorandum issued on July 12, 2023, entitled, Grant of Service Credits to Teachers for School and SDO-Initiated Eligible Activities.

ANNEX A. DISTRIBUTED SHOES PER ADVISORY CLASS

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

School	
Name of Adviser:	
Section:	
Grade Level	
School Year	

No.	Date Claimed	Name of Students (Lastname, First Name, Middle Initial)	Gender (M/F)	Size of Shoes	Received by: (Full Name)	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
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46						
47						
48						
49						
50						

Submitted by:

Checked by:

Name of Adviser

Name of Property Custodian

ANNEX B. SUMMARY OF DISTRIBUTED SHOES PER ADVISORY CLASS (GRADES 1-12)

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

School			
Name of Previous Adviser:			
Section:			
Grade Level			
School Year			

SIZE (GIRL/WOMEN)	TOTAL QUANTITY RECEIVED FROM THE PROPERTY CUSTODIAN (A)	TOTAL QUANTITY DISTRIBUTED (B)	TOTAL QUANTITY RETURNED TO THE PROPERTY CUSTODIAN (A - B)
Girl 7/22			
Girl 8/23			
Girl 9/24			
Girl 10/25			
Girl 11/26			
Girl 12/27			
Girl 13/28			
Girl 14/29			
Girl 15/30			
Girl 16/31			
Girl 1/32			
Girl 2/33			
Girl 3/34			
Girl 4/35			
Women 5/36			
Women 6/37			
Women 7/38			
Women 8/39			
Women 9/40			
Women 10/41			
Women 11/42			
Women 12/43			
Women 13/44			
Women 14/45			

SIZE (BOY/MEN)	TOTAL QUANTITY RECEIVED FROM THE PROPERTY CUSTODIAN (A)	TOTAL QUANTITY DISTRIBUTED (B)	TOTAL QUANTITY RETURNED TO THE PROPERTY CUSTODIAN (A - B)
Boy 5-6/20-21			
Boy 7-8/22-23			
Boy 9-10/24-25			
Boy 11-12/26-27			
Boy 13-14/28-29			
Boy 15-16/30-31			
Boy 1/32			
Boy 2/33			
Boy 3/34			
Boy 4/35			
Men 5/36			
Men 6/37			
Men 7/38			
Men 8/39			
Men 9/40			
Men 10/41			
Men 11/42			
Men 12/43			
Men 13/44			
Men 14/45			

Submitted by:

Name of Adviser

Checked by:

Name of School Property Custodian

ANNEX C. REQUEST FOR ADDITIONAL SHOES (KINDERGARTEN)

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

School					
Name of Current Adviser:					
Section:					
No.	Date	Name of Students (Lastname, First Name, Middle Initial)	Gender (M/F)	Size of Shoes	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
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Submitted by:

Checked by:

Name of Adviser

Name of Property Custodian

ANNEX D. SUMMARY OF RECEIVED AND DISTRIBUTED SHOES (KINDERGARTEN)

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

School							
Name of Current Adviser:							
Section:							
SIZE (GIRL/WOMEN)	TOTAL QUANTITY RECEIVED FROM THE PROPERTY CUSTODIAN (A)	TOTAL QUANTITY DISTRIBUTED (B)	TOTAL QUANTITY RETURNED TO THE PROPERTY CUSTODIAN (A - B)	SIZE (BOY/MEN)	TOTAL QUANTITY RECEIVED FROM THE PROPERTY CUSTODIAN (A)	TOTAL QUANTITY DISTRIBUTED (B)	TOTAL QUANTITY RETURNED TO THE PROPERTY CUSTODIAN (A - B)
Girl 11/26				Boy 5-6/20-21			
Girl 12/27				Boy 7-8/22-23			
Girl 13/28				Boy 9-10/24-25			
Girl 14/29				Boy 11-12/26-27			
Girl 15/30				Boy 13-14/28-29			
Girl 16/31				Boy 15-16/30-31			
Girl 1/32				Boy 1/32			
Girl 2/33				Boy 2/33			
Girl 3/34				Boy 3/34			
Girl 4/35				Boy 4/35			

Submitted by:

Name of Adviser

Checked by:

Name of School Property Custodian

ANNEX E. DISTRIBUTED BAGS AND SCHOOL SUPPLIES PER ADVISORY CLASS (KINDERGARTEN TO GRADE 12)
Schools Division Office of Muntinlupa
Laguerta St., Tunasan, Muntinlupa City

School	
Name of Current Adviser:	
Section:	
Grade Level	
School Year:	

No.	Date Claimed	Name of Students (Lastname, First Name, Middle Initial)	Received by: (Full Name)	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
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48				
49				
50				

Submitted by:

Checked by:

Name of Adviser

Name of School Property Custodian

TOTAL ALLOCATION FROM THE SCHOOL PROPERTY CUSTODIAN
LESS: TOTAL DISTRIBUTED TO LEARNERS
=TOTAL NUMBER RETURNED TO THE SCHOOL PROPERTY CUSTODIAN

ANNEX F. SCHOOLS INVENTORY OF SHOES

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

SCHOOLS INVENTORY OF SHOES

School	
Name of School Head	
Name of Property Custodian	
School Year	
REPORT DATE AS OF	

SEPTEMBER 15, 2023

PARTICULARS	Total Number of Shoes	Girl 7/22	Girl 8/23	Girl 9/24	Girl 10/25	Girl 11/26	Girl 12/27	Girl 13/28	Girl 14/29	Girl 15/30	Girl 16/31	Girl 1/32	Girl 2/33	Girl 3/34	Girl 4/35	Women 5/36	Women 6/37	Women 7/38	Women 8/39	Women 9/40	Women 10/41	Women 11/42	Women 12/43	Women 13/44	Women 14/45
TOTAL ALLOCATION OF SHOES	-																								
LESS: TOTAL SHOES DISTRIBUTED	-																								
=REMAINING SHOES FOR INVENTORY	-																								

PARTICULARS	Total Number of Shoes	Boy 5-6/20-21	Boy 7-8/22-23	Boy 9-10/24-25	Boy 11-12/26-27	Boy 13-14/28-29	Boy 15-16/30-31	Boy 1/32	Boy 2/33	Boy 3/34	Boy 4/35	Men 5/36	Men 6/37	Men 7/38	Men 8/39	Men 9/40	Men 10/41	Men 11/42	Men 12/43	Men 13/44	Men 14/45				
TOTAL ALLOCATION OF SHOES	-																								
LESS: TOTAL SHOES DISTRIBUTED	-																								
=REMAINING SHOES FOR INVENTORY	-																								

Prepared by:

School Property Custodian

Checked by:

Principal

ANNEX G. SCHOOLS INVENTORY OF BAGS AND SUPPLIES

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

SCHOOLS INVENTORY OF BAGS AND SUPPLIES

School	
Name of School Head	
Name of Property Custodian	
School Year	
REPORT DATE AS OF	

SEPTEMBER 15, 2023

PARTICULARS	Total Number School Bags and Supplies	KINDER	GRADES 1-3	GRADES 4-6	GRADE 7- 10	GRADE 11-12
ALLOCATION (DELIVERED)	-					
LESS: DISTRIBUTED	-					
=REMAINING BAGS AND SUPPLIES FOR INVENTORY	-					

Prepared by:

School Property Custodian

Checked by:

Principal

ANNEX H. SCHOOL CONSOLIDATED REPORT FOR KINDERGARTEN SHOE SIZES

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

SCHOOL CONSOLIDATED REPORT FOR KINDERGARTEN SHOE SIZES

School	
Name of School Head	
Name of Property Custodian	
SCHOOL YEAR	

PARTICULARS	TOTAL ENROLLMENT OF FEMALE	TOTAL REQUEST	Girl 11/26	Girl 12/27	Girl 13/28	Girl 14/29	Girl 15/30	Girl 16/31	Girl 1/32	Girl 2/33	Girl 3/34	Girl 4/35	
KINDER		-											

PARTICULARS	TOTAL ENROLLMENT OF MALE	TOTAL REQUEST	Boy 5- 6/20-21	Boy 7- 8/22-23	Boy 9- 10/24-25	Boy 11- 12/26-27	Boy 13- 14/28-29	Boy 15- 16/30- 31	Boy 1/32	Boy 2/33	Boy 3/34	Boy 4/35	
KINDER		-											

Prepared by:

Checked by:

School Property Custodian

Principal

ANNEX I. REPLY SLIP (KINDERGARTEN)

MGA NAKAKA-PROUD NA MAGULANG:

Magandang araw sa ating lahat!

Isang magandang balita po ang hatid sa inyo ng Pamahalaang Lungsod ng Muntinlupa. 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 ng kindergarten 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.
- ✓ May sizes lamang na pagpipilian
- ✓ Ang pagpili ng bibigyan ay first come first serve basis, alinsunod sa stock na naideliver.

Layunin ng programang ito na patuloy na suportahan ang mga batang Muntinlupeño 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.

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. (I check 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 _____.
- _____ Hindi ko nais tumanggap ng sapatos ang aking anak at ibigay na lamang sa iba.

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

Lagda ng Magulang
(Signature over printed name)

ANNEX J. SUPPLIES

School Name	Kinder	Remarks	Grade 1 to 3	Remarks	Grade 4 to 12	Remarks
Alabang E/S	844	Complete 7/17	2,238	Complete 6/30	2,409	Complete 7/17
Bagong Silang E/S	208	Complete 7/5	619	Complete 6/30	652	Complete 7/5
Bayanan E/S Main	466	Complete 7/18	1,322	Complete 6/30	1,486	Complete 7/18
Bayanan E/S Unit 1	413	Complete 7/17	1,248	Complete 6/30	1,323	Complete 7/17
Buli E/S	198	Complete 7/5	612	Complete 6/30	646	Complete 7/5
Cupang E/S Annex	101	Complete 7/5	313	Complete 6/30	311	Complete 7/5
Cupang E/S Main	481	Complete 7/17	1,334	Complete 6/30	1,442	Complete 7/17
Cupang SR. H/S	none	none	none	none	1,770	Grade 11 & 12 Complete 7/17
F. De Mesa E/S	231	Complete 7/17	666	Complete 7/17	733	Complete 7/17
Filinvest Alabang E/S	123	Complete 7/5	350	Complete 6/30	419	Complete 7/5
Itaas E/S	407	7/20	1,256	7/20	1,449	OK 7/20
Lakeview Integrated School	379	Complete 7/17	989	Complete 7/3	3,128	Grade 4 to 11 Complete 7/17
Munt. Business H/S Main	none	none	none	none	3,140	Grade 7 to 10 Complete 7/18
Munt. Business H/S Sucat Annex	none	none	none	none	2,845	Grade 7 to 10 Complete 7/18
Muntinlupa E/S	653	Complete 7/14	1,995	Complete 6/30	2,202	Complete 7/14
MNHS	none	none	none	none	9,220	Grade 7 to 12 OK 7/20
Muntinlupa Science H/S	none	none	none	none	1,595	Grade 7 to 12 Complete 7/13
Pedro E. Diaz HS	none	none	none	none	4,693	Grade 7 to 10 Complete 7/18
Poblacion E/s	869	7/20	2,352	7/20	2,306	Balance 629 OK 7/20
Poblacion Nat'L H/S	none	none	none	none	2,955	Grade 7 to 10 Balance 1677 OK 7/19
Putatan E/S	392	Complete 7/14	1,240	Complete 7/14	1,227	Complete 7/14
Soldier's Hills E/S	297	Complete 7-13	847	Complete 7/13	927	Complete 7-13
Sucacat E/S Main	396	Complete 7/18	1,185	Complete 7/18	1,299	Complete 7/18
Sucacat E/S Sitio Pagakakaisa Annex	182	Complete 7/5	497	Complete 7/5	564	Complete 7/5
Tunasan E/S	383	Complete 7-13	1,190	Complete 7-13	1,190	Complete 7/13
Tunasan Nat'L H/S	none	none	none	none	8,810	Grade 7 to 12 OK 7/19
Victoria Homes E/S	294	OK 7/19	898	OK 7/19	892	OK 7/19
GSO	40	7/20	99	7/20	1,767	OK 7/20

31	42,560	182	849	895	2,753	2,919	3,028	2,361	2,402	2,635	2,846	2,958	2,841	2,915	2,908	3,437	2,468	2,513	681	383	174	45	13	4	1
NAME OF SCHOOL	NUMBER OF ENROLLES/ SHOS SIZES	Boy 5-6/20-21	Boy 7-8/22-23	Boy 9-10/24-25	Boy 11-12/26-27	Boy 13-14/28-29	Boy 15-16/30-31	Boy 1/32	Boy 2/33	Boy 3/34	Boy 4/35	Men 5/36	Men 6/37	Men 7/38	Men 8/39	Men 9/40	Men 10/41	Men 11/42	Men 12/43	Men 13/44	Men 14/45	Men 14/45 ***	Men 14/45 ***	Men 14/45 ***	Men 14/45 ***
ALABANG ELEMENTARY SCHOOL	2,758				233	180	386	243	285	291	294	262	209	146	93	68	39	24	4	1					
BAGOONG SILANG ELEMENTARY SCHOOL	717		7	29	76	57	77	67	59	61	82	51	46	34	20	35	17	11	3	3	1	1			
BAYANAN ES - MAIN	1,693	25	121	111	140	170	198	138	140	136	128	136	71	73	50	26	22	7		1					
BAYANAN ES - UNIT 1	1,550	19	13	28	141	138	193	152	151	165	175	128	102	53	26	30	20	8	3	5					
BULJ ELEMENTARY SCHOOL	743		14	7	80	67	75	76	77	73	61	61	49	28	26	20	14	11	2						
CUPANG ELEMENTARY SCHOOL - MAIN	1,587	10	131	138	174	156	160	129	121	118	115	124	97	80	38	44	25	17	10						
CUPANG ELEMENTARY SCHOOL - ANNEX	384		28	54	49	54	42	35	34	32	18	20	10	10		4	1	3							
FILINVEST ALABANG ELEMENTARY SCHOOL	474	4	22	21	63	60	63	43	38	38	38	24	22	16	10	8	4	2							
F. DE MESA ELEMENTARY SCHOOL	825	4	12	28	71	95	89	70	64	77	63	65	63	44	32	24	9	9	1	5					
ITAAS ELEMENTARY SCHOOL	1,498				99	216	204	187	145	150	128	104	80	60	47	32	24	18	3	1					
LAKEVIEW INTEGRATED SCHOOL	2,243	5	24	63	50	77	129	74	123	167	168	188	226	182	189	232	162	133	23	16	12				
MUNTINLUPA ELEMENTARY SCHOOL	2,412		83	97	343	361	279	228	210	203	165	150	89	73	42	50	15	20	2	2					
POBLACION ELEMENTARY SCHOOL	2,625	1	4	22	319	412	382	275	261	263	220	182	169	115	95	50	24	30		1					
PUTATAN ELEMENTARY SCHOOL	1,479		2	7	153	154	174	154	130	129	157	136	101	63	52	24	26	11	6						
SOLDIERS HILLS ELEM. SCHOOL	1,062		67	43	174	118	126	66	83	80	69	51	48	47	28	26	17	14	3	1					
SUCAT ELEMENTARY SCHOOL - MAIN	1,471		43	51	234	220	152	93	87	123	90	100	69	64	56	51	17	14	5	2					
SUCAT ELEM. SCHOOL - ZONE 3	309			5	70	65	51	27	32	14	16	11	6	2	3	5		2							
SUCAT ELEM. SCHOOL - ZONE 4	292		23	9	29	15	31	30	32	26	30	37	8	10	6	2	2	2							
TUNASAN ELEMENTARY SCHOOL	1,485	114	64	53	115	135	50	77	38	77	58	71	55	115	117	113	116	85							
VICTORIA HOMES ELEMENTARY SCHOOL	1,076		161	129	134	152	129	91	77	74	46	31	20	17	6	3	3	3							
CUPANG SENIOR HIGH SCHOOL	662								2	9	12	36	63	74	113	160	114	99	6	4					
MUNTINLUPA BUSINESS HS - ANNEX	1,416						8	16	26	55	79	148	136	166	168	174	193	165	46	22	15	3			
MUNTINLUPA BUSINESS HS - MAIN	1,575					2	2	10	13	32	79	127	208	238	243	239	170	141	39	32					
MUNTINLUPA NATIONAL HS (JHS)	2,135											146	159	215	310	400		342	121	62	31	8	2		
MUNTINLUPA NATIONAL HS (SHS)	1,312									18	36	74	107	141	193	271	205	267							
MUNTINLUPA SCIENCE HS (JHS)	410							3	12	10	8	19	22	48	50	63	65	57	22	15	12	4			
MUNTINLUPA SCIENCE HS (SHS)	135											1	7	6	21	26	25	26	14	4	1	3	0	1	
PEDRO E. DIAZ HIGH SCHOOL	2,400							2	1	1	4	17	43	100	123	489	556	523	282	162	78	24	11	3	1
POBLACION NATIONAL HIGH SCHOOL	1,540					3	5	9	24	29	92	128	135	211	225	258	191	171	32	18	7	2			
TUNASAN NATIONAL HS (JHS)	3,221				6	11	25	64	133	179	419	281	358	409	428	407	292	188	23						
TUNASAN NATIONAL HS (SHS)	729							2	4	5	18	49	65	75	96	123	98	110	31	36	17				

31	39,914	1	4	18	16	147	246	525	837	1,321	1,459	1,894	2,199	2,348	3,283	4,426	4,975	5,187	4,445	3,652	2,564	284	40	32	7	4
NAME OF SCHOOL	NUMBER OF ENROLLEES/SHOE SIZES	Girl 7/22	Girl 8/23	Girl 9/24	Girl 10/25	Girl 11/26	Girl 12/27	Girl 13/28	Girl 14/29	Girl 15/30	Girl 16/31	Girl 1/32	Girl 2/33	Girl 3/34	Girl 4/35	Women 5/36	Women 6/37	Women 7/38	Women 8/39	Women 9/40	Women 10/41	Women 11/42	Women 12/43	Women 13/44	WOMEN 14/45	WOMEN 14/45 ***
ALABANO ELEMENTARY SCHOOL	2,556					27	37	46	61	165	138	228	221	222	287	276	265	231	154	106	91	6				
BAGONG SILANG ELEMENTARY SCHOOL	736		2			1	3	10	32	35	40	61	52	55	74	93	67	89	53	35	26	7	1			
BAYANAN ES - MAIN	1,586			2	1	4	13	33	47	68	83	97	137	125	170	220	155	131	117	87	61	15	2			
BAYANAN ES - UNIT 1	1,421		1			6	11	33	32	90	74	124	120	94	182	156	131	128	77	58	80	21	1	2		
BULI ELEMENTARY SCHOOL	707					1	3	8	23	31	28	58	58	82	59	93	68	62	48	33	39	13				
CUPANG ELEMENTARY SCHOOL - MAIN	1,536			1	3	10	20	45	69	72	124	114	126	154	149	227	148	105	71	52	38	8				
CUPANG ELEMENTARY SCHOOL - ANNEX	324					2	2	1	18	11	29	20	27	34	26	34	30	24	28	17	20			1		
RLINVEST ALABANG ELEMENTARY SCHOOL	409					2			4	9	15	22	28	31	22	37	43	45	50	44	30	27				
F. DE MESA ELEMENTARY SCHOOL	795			1	3	1	11	17	30	43	39	58	61	60	92	102	97	77	50	36	14	3				
ITAS ELEMENTARY SCHOOL	1,487					8	4	22	55	57	72	127	125	137	185	217	165	139	82	62	29	1				
LAKEVIEW INTEGRATED SCHOOL	2,076			2		3	7	26	34	47	64	68	107	102	175	222	278	310	234	215	150	18	8	5		
MUNTINLUPA ELEMENTARY SCHOOL	2,294			2	6	12	19	43	67	108	142	165	220	218	303	261	247	180	145	90	63	3				
POBLACION ELEMENTARY SCHOOL	2,570			7	1	15	27	52	70	122	180	197	224	276	331	302	267	216	150	78	55					
PUTATAN ELEMENTARY SCHOOL	1,368	1			2	6	20	43	54	79	85	100	104	92	161	160	143	111	84	66	48	9				
SOLDIERS HILLS ELEM. SCHOOL	1,008					5	10	29	33	37	50	63	85	106	114	133	113	68	74	39	49					
BUCAT ELEMENTARY SCHOOL - MAIN	1,417		2			8	11	41	47	75	81	87	87	117	149	155	169	128	104	78	66	10	4			
BUCAT ELEM. SCHOOL - ZONE 3	340					1	4	4	13	19	29	21	32	30	45	42	46	15	16	18	5					
BUCAT ELEM. SCHOOL - ZONE 4	295					3		7	13	24	21	21	12	24	31	31	35	23	20	13	17					
TUNASAN ELEMENTARY SCHOOL	1,268					9	17	39	66	100	30	99	114	84	142	148	162	128	95	42	13					
VICTORIA HOMES ELEMENTARY SCHOOL	1,008			2		19	18	20	47	74	74	52	89	95	131	116	93	77	48	38	13					
CUPANG SENIOR HIGH SCHOOL	544												1	1	10	48	101	124	122	83	53		1			
MUNTINLUPA BUSINESS HS - ANNEX	1,383							1	0	0	0	0	3	4	39	145	204	278	263	219	193	29	2	0	2	1
MUNTINLUPA BUSINESS HS - MAIN	1,547											2	3	6	48	164	225	273	268	267	269	15	3	4		
MUNTINLUPA NATIONAL HS (JHS)	2,037															206	338	448	453	385	194	29	5	1		
MUNTINLUPA NATIONAL HS (SHS)	1,133										1			2	6	55	293	249	227	185	113					
MUNTINLUPA SCIENCE HS (JHS)	564												1	4	29	53	85	136	113	89	54					
MUNTINLUPA SCIENCE HS (SHS)	189															1	8	16	28	40	45	31	12	4	3	2
PEDRO E. DIAZ HIGH SCHOOL	2,215													3	22	147	305	597	544	451	105	29	6	1	3	2
POBLACION NATIONAL HIGH SCHOOL	1,418					2	0	0	1	0	1	1	6	11	47	143	222	293	309	197	161	7	2	15		
TUNASAN NATIONAL HS (JHS)	3,175					7	9	1	16	48	51	103	153	203	206	373	386	350	321	486	417	42				
TUNASAN NATIONAL HS (SHS)	506									1	1				5	30	51	72	123	91	74	50	7	1		