



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 25 2024

MEMORANDUM

DIVISION SPECIAL MEETING

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

1. This Office announces the conduct of the Division Special Meeting in Sucat Senior High School on March 26, 2024 at 8:00 AM.
2. This meeting aims to address the implementation of DO. No. 2, s. 2024 and all other issues and concerns.
3. Attached are the Agenda of the Meeting, List of Participants, Program of Activities and Working Committees.
4. Attendance of all concerned is enjoined.
5. Immediate and wide dissemination of this Memorandum is desired.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the Perpetual Index Under the following:

ACTIVITIES TRAININGS SEMINAR

AVA/Second Division Executive Committee Meeting

102/March 22, 2024

UN-2024-102



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940

sdo.muntinlupa@gmail.com

deped-muntinlupa.com



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DIVISION SPECIAL MEETING

Sucacat Senior High School

March 26, 2024

WORKING COMMITTEES

Program/Invitation

Alyssa V. Aventurado

PSDS

Ms. Mey Borjal

Division ICT Coordinator

**Documentation & Minutes
of the Meeting**

Dr. Ador B. Querubin

Principal IV, TNHS

Venue

Mr. Jayboy E. Evano

PSDS – OIC Principal SHS

Registration

Ms. Cristina F. Malacad

Administrative Officer IV,
Cash Officer

Ms. Karen Medina

Accountant III

Emcee

Dr. Ador B. Querubn

Principal IV, TNHS



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DIVISION SPECIAL MEETING
8:00 AM
LIST OF PARTICIPANTS

No.	Name	Designation	Office / School
1.	Dr. Evangeline P. Ladines CESO V	Schools Division Superintendent	
2.	Dr. Violeta M. Gonzales CESO VI	Assistant Schools Division Superintendent	
3.	Ms. Noemi A. Valdez	Administrative Officer V	OSDS
4.	Ms. Madeline Ann L. Diaz	Chief, Curriculum Implementation Div.	CID
5.	Ms. Ma. Regaele A. Olarte	OIC – Chief and EPS, SGOD	SGOD
6.	Dr. Evangeline M. Aman	Public Schools District Supervisor / OIC – Bagong Silang ES	CID
7.	Ms. Alyssa V. Aventurado	Public Schools District Supervisor	CID
8.	Ms. Clarisa C. Avila	Public Schools District Supervisor	CID
9.	Dr. Ma. Theresa C. Dela Rosa	Public Schools District Supervisor / OIC – Cupang ES Annex	CID
10.	Dr. Jayboy E. Evano	Public Schools District Supervisor / OIC – Sucat Senior HS	CID
11.	Dr. Mark Joseph C. Fernandez	Public Schools District Supervisor	CID
12.	Dr. Eric F. Fungo	Public Schools District Supervisor	CID
13.	Dr. Yaledegler C. Maligaya	Public Schools District Supervisor	CID
14.	Dr. Ma. Myra E. Namit	Public Schools District Supervisor	CID
15.	Ms. Ada Trinidad A. Tagle	Public Schools District Supervisor	CID



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16.	Dr. John Albert B. Colle	EPS – Filipino	CID
17.	Dr. Ma. Carmen D. Solayao	EPS – English	CID
18.	Mr. Lambert Quezada	EPS – Mathematics	CID
19.	Dr. Armida S. Oblinada	EPS – Science	CID
20.	Ms. Mariel Eugene L. Luna	EPS – Araling Pan	CID
21.	Mr. Edison C. Enerlas	EPS – MAPEH / HOPE	CID
22.	Dr. Leonaida Gutierrez	EPS – TLE / TVE / EPP	CID
23.	Dr. Marissa Andanza	EPS – ALS / Kinder/ Madrasah	CID
24.	Dr. Gina U. Urquia	EPS – LRMSD	CID
25.	Atty. Ernest Faith R. Espanto	Division Legal Officer	SGOD
26.	Ms. Angela M. Francisco	AO IV -HRMO	HRMO
27.	Ms. Joiche I. Luna	AO IV – Supply Officer	OSDS
28.	Ms. May L. Borjal	Div. ICT Coordinator	OSDS
29.	Ms. Virma V. Amistoso	AO V- Budget Officer	OSDS
30.	Ms. Lourdes V. Rodilla	AO V – Records Office	OSDS
31.	Ms. Ma. Cristina F. Malacad	AO IV – Cash Officer	OSDS
32.	Ms. Karen Medina	Accountant	OSDS
33.	Ms. Phoebe R. Arroyo	SEPS – Planning and Research Unit	SGOD
34.	Dr. Zoren Pepito L. Gubalane	SEPS – Monitoring and Evaluation Unit	SGOD
35.	Ms. Rochelle A. Jimenez	SEPS – Social Mobilization and Networking Unit	SGOD
36.	Ms. Ivy M. Romano	SEPS – Human Resource Development Unit	SGOD
37.	Mr. Joseph C. Nilo	Planning Office II	SGOD



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38.	Ms. Ma. Teresa C. Indap	Division Nurse	SGOD
39.	Engr. Renante L. Tejada	Division Engineer	SGOD
40.	Mr. Eduardo A. Kondo	Project Development Officer III – DRRMO	SGOD
41.	Ms. Olivia G. Elloso	School Head	Tunasan ES
42.	Dr. Antonio C. Gagala	School Head	Soldiers' Hills ES
43.	Dr. Raul T. Felix	School Head	Poblacion ES
44.	Ms. Rhodora V. Mandap	School Head	Itaas ES
45.	Mr. Reynaldo O. Comisario	School Head	Victoria Homes ES
46.	Dr. Shella C. Navarro	School Head	Muntinlupa ES
47.	Dr. Buena C. Dela Cruz	School Head	Bayanan ES – Main
48.	Ms. Ma. Hazel B. Hernandez	School Head	F.De Mesa ES
49.	Mr. Larry G. Canasa	School Head	Putatan ES
50.	Mr. David T. Libao	School Head	Poblacion NHS
51.	Dr. Ador B. Querubin	School Head	Tunasan NHS
52.	Dr. Florante C. Marmeto	School Head	Muntinlupa NHS
53.	Ms. Eden B. Binaday	School Head	Muntinlupa Science HS
54.	Dr. Rosendo E. Sangalang	School Head	Lakeview Integrated School
55.	Mr. Edizer S. Laqueo	School Head	Cupang ES – Main
56.	Dr. Ma. Aurora S. Bartolaba	School Head	Alabang ES
57.	Dr. Jane May C. Valbuena	School Head	Bayanan ES – Main
58.	Dr. Jaime Bautista	School Head	SES Annex – Zone 3 SES Annex – Zone 4
59.	Dr. Jennifer S. Joson	School Head	Sucat Elem. School



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60.	Ms. Alma O. Bituin	School Head	Filinvest Alabang ES
61.	Ms. Marie Ann R. Esmeria	School Head	Buli ES
62.	Dr. Ma. Theresa C. Dela Rosa	School Head	Cupang ES – Annex
63.	Dr. Ma. Theresa C. Dela Rosa	School Head	MBHS – Sucat Annex
64.	Dr. Antonio B. Rocha	School Head	Pedro E. Diaz HS
65.	Ms. Vilma S. Vilorio	School Head	MBHS – Main
66.	Mr. Felipe W. Marapao Jr.	School Head	Cupang Senior HS



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DIVISION SPECIAL MEETING

March 26, 2024, 8:00 AM

OPENING PROGRAM

I. PRELIMINARIES

Philippine National Anthem	AVP
Prayer	AVP
Muntinlupa March	AVP
Checking of Attendance	DR. ROSENDO E. SANGALANG MS. JINKY DC SANTOS School Heads

II. MEETING PROPER

A. AGENDA

- Reiteration of Immediate Removal of Administrative Tasks of Public School Teachers (D.O. No. 002 s. 2024) **DR VIOLETA M. GONZALES CESO VI**
Asst. Schools Division Superintendent
- ELLNA Ranking Assessment Result Initiatives on Literacy and Numeracy and Report on Catch-up Fridays **MS. MADELINE ANN L. DIAZ**
Chief, CID
- Preparations for the International Large-Scale Assessments (ILSAs) **MS. MA. REGAELE OLARTE**
OIC-Chief SGOD / EPS
- Schedule of MATATAG Training **MS. IVY ROMANO**
Senior Education Program Specialist
- Early enrolment Initiatives Proposed Programs **MS. PHOEBE ARROYO**
Senior Education Program Specialist



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MR. JOSEPH NILO

Planning Officer II

- Submission of MOOE
- Open Forum

Ms. Virma V. Amistoso

Administrative Officer V
Budget Officer

EVANGELINE P. LADINES CESO V

Schools Division Superintendent

DR VIOLETA M. GONZALES CESO VI

Asst. Schools Division Superintendent

B. SUPERINTENDENT'S HOUR

EVANGELINE P. LADINES CESO V

Schools Division Superintendent

- Year-end Rites
- Other Important Matters

DR. ADOR B. QUERUBIN

Principal IV, Tunasan National High School
Emcee