



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

APR 02 2024

MEMORANDUM

2nd 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
All Others Concerned

1. This Office announces the conduct of the 2nd Division Special Meeting in Itaas Elementary School on April 3, 2024 at 8:00 AM.
2. This meeting aims to address the finalization of the Conduct of the End-of-School-Year Rites for S.Y. 2023-2024 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

MJCF/Second Division Special Meeting

111/April 1, 2024

UN-2024-111



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



sdo.muntinlupa@gmail.com



deped-muntinlupa.com



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

2nd DIVISION SPECIAL MEETING

April 3, 2024, Wednesday
(8:00 am - 4:00 Pm)
Itaas Elementary School

WORKING COMMITTEES

Program & Invitation	Dr. Yaledegler C. Maligaya Public Schools District Supervisor
Presentation & Master of Ceremony	Dr. Mark Joseph C. Fernandez Public Schools District Supervisor
Documentation	Ms. Ada Trinidad A. Tagle Dr. Evangeline M. Aman Public Schools District Supervisor
Venue and Food	Dr. Ma. Myra E. Namit Public Schools District Supervisor Mrs. Rhodora V. Mandap School Head, Itaas Elementary School
Attendance	Dr. Ma Theresa C. Dela Rosa Ms. Clarisa C. Avila Public Schools District Supervisor
Narrative	Dr. Jayboy E. Evano Dr. Eric F. Fungo Public Schools District Supervisor
Technical Team	Ms. Alyssa V. Aventurado Public Schools District Supervisor



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

2nd DIVISION SPECIAL MEETING

April 3, 2024, Wednesday

(8:00 am - 4:00 Pm)

Itaas Elementary School

LIST OF PARTICIPANTS

No	Name	Designation	Office / School
1.	Dr. Evangeline P. Ladines, CESO V	Schools Division Superintendent	SDO
2.	Dr. Violeta M. Gonzales, CESO VI	Assistant Schools Division Superintendent	SDO
3.	Ms. Noemi A. Valdez	Administrative Officer V	SDO
4.	Ms. Madeline Ann L. Diaz	Chief, Curriculum Implementation Division	SDO
5.	Ms. Ma. Regaele A. Olarte	OIC – Chief and EPS, SGOD	SDO
6.	Dr. Evangeline M. Aman	Public Schools District Supervisor / OIC – Bagong Silang ES	SDO
7.	Ms. Alyssa V. Aventurado	Public Schools District Supervisor	SDO
8.	Ms. Clarisa C. Avila	Public Schools District Supervisor	SDO
9.	Dr. Ma. Theresa C. Dela Rosa	Public Schools District Supervisor / OIC – Cupang ES Annex	SDO
10.	Dr. Jayboy E. Evano	Public Schools District Supervisor / OIC – Sucat Senior HS	SDO
11.	Dr. Mark Joseph C. Fernandez	Public Schools District Supervisor	SDO
12.	Dr. Eric F. Fungo	Public Schools District Supervisor	SDO
13.	Dr. Yaledegler C. Maligaya	Public Schools District Supervisor	SDO
14.	Dr. Ma. Myra E. Namit	Public Schools District Supervisor	SDO
15.	Ms. Ada Trinidad A. Tagle	Public Schools District Supervisor	SDO
16.	Dr. John Albert B. Colle	EPS – Filipino	SDO
17.	Dr. Ma. Carmen D. Solayao	EPS – English	SDO
18.	Mr. Lambert Quezada	EPS – Mathematics	SDO
19.	Dr. Armida S. Oblinada	EPS – Science	SDO
20.	Ms. Mariel Eugene L. Luna	EPS – Araling Pan	SDO
21.	Mr. Edison C. Enerlas	EPS – MAPEH / HOPE	SDO
22.	Dr. Leonaida Gutierrez	EPS – TLE / TVE / EPP	SDO
23.	Dr. Marissa Andanza	EPS – ALS / Kinder/ Madrasah	SDO
24.	Dr. Gina U. Urquia	EPS – LRMDs	SDO
25.	Dr. Lilibiosa Palce	EPS - Edukasyon sa Pagpapakatao	SDO
26.	Atty. Erness Faith R. Espanto	Division Legal Officer	SDO



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

LIST OF PARTICIPANTS

No.	Name	Designation	Office / School
27.	Ms. Olivia G. Elloso	School Head	Tunasan Elementary School
28.	Dr. Antonio C. Gagala	School Head	Soldiers' Hills Elementary School
29.	Dr. Raul T. Felix	School Head	Poblacion Elementary School
30.	Ms. Rhodora V. Mandap	School Head	Itaas Elementary School
31.	Mr. Reynaldo O. Comisario	School Head	Victoria Homes Elementary School
32.	Dr. Shella C. Navarro	School Head	Muntinlupa Elementary School
33.	Dr. Buena C. Dela Cruz	School Head	Bayanan Elementary School – Main
34.	Ms. Ma. Hazel B. Hernandez	School Head	F.De Mesa Elementary School
35.	Mr. Larry G. Canasa	School Head	Putatan Elementary School
36.	Mr. Edizer S. Laqueo	School Head	Cupang Elementary School – Main
37.	Dr. Ma. Aurora S. Bartolaba	School Head	Alabang Elementary School
38.	Dr. Jane May C. Valbuena	School Head	Bayanan Elementary School –Main
39.	Dr. Jaime Bautista	School Head	SESSPA– Zone 3 & Zone 4
40.	Dr. Jennifer S. Joson	School Head	Sucac Elementary School- Main
41.	Ms. Alma O. Bituin	School Head	Filinvest Alabang Elementary School
42.	Ms. Marie Ann R. Esmeria	School Head	Buli Elementary School
43.	Mr. David T. Libao	School Head	Poblacion National High School
44.	Dr. Ador B. Querubin	School Head	Tunasan National High School
45.	Dr. Florante C. Marmeto	School Head	Muntinlupa National High School
46.	Ms. Eden B. Binaday	School Head	Muntinlupa Science High School
47.	Dr. Rosendo E. Sangalang	School Head	Lakeview Integrated School
48.	Ms. Jinky DC Santos	School Head	Muntinlupa Business High School – Sucac Annex
49.	Dr. Antonio B. Rocha	School Head	Pedro E. Diaz High School
50.	Ms. Vilma S. Vilorias	School Head	Muntinlupa Business High School – Main
51.	Mr. Felipe W. Marapao Jr.	School Head	Cupang Senior High School



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

2ND DIVISION SPECIAL MEETING

April 3, 2024, 8:00 AM

OPENING PROGRAM

I. PRELIMINARIES

Philippine National Anthem	AVP
Prayer	AVP
Muntinlupa March	AVP

II. MEETING PROPER

A. AGENDA

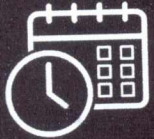
- **Final Schedule of Graduation and Committees** **Dr. VIOLETA M. GONZALES CESO VI**
Asst. Schools Division Superintendent
- **Request for CSW and Blended Set Up**
- **Updates about NCR PALARO** **Mr. EDISON C. ENERLAS**
Education Program Supervisor-MAPEH/HOPE
- **Final Schedule of Reading of Forms** **Dr. Ma. THERESA C. DELA ROSA**
Public Schools District Supervisor
- **Regional Festival of Talents** **Dr. LEONAI DA GUTIRREZ**
Education Program Supervisor-TLE/TVE/EPP
- **Regional School Press Conference** **Dr. Ma. CARMEN D. SOLAYAO**
Education Program Supervisor-English

III. SUPERINTENDENT'S HOUR & Open Forum

Dr. EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Dr. Mark Joseph C. Fernandez
Public Schools District Supervisor
Master of Ceremony

2nd DIVISION SPECIAL MEETING



03 APRIL, 2024
08:00 AM - 4:00 PM

ITAAS ELEMENTARY SCHOOL



BAGONG PILIPINAS



MATATAG

Batang Makabata Batang Makabansang



2nd DIVISION
SPECIAL MEETING



OPENING PROGRAM

I. PRELIMINARIES

Philippine National Anthem
Prayer
Muntinlupa March

AVP
AVP
AVP

II. MEETING PROPER

AGENDA:

- Final Schedule of Graduation and Committees
- Request for CSW and Blended Set Up
- Updates about NCR PALARO
- Final Schedule of Reading of Forms
- Regional Festival of Talents.
- Regional School Press Conference.

Dr. VIOLETA M. GONZALES CESO VI
Asst. Schools Division Superintendent

Mr. EDISON C. ENERLAS
Education Program Supervisor-MAPEH/HOPE

Dr. Ma. THERESA C. DELA ROSA
Public Schools District Supervisor

Dr. LEONIDA GUTIERREZ
Education Program Supervisor-TLE/TVE/EPP

Dr. Ma. CARMEN D. SOLAYAO
Education Program Supervisor-English

III. SUPERINTENDENT'S HOUR & Open Forum

Dr. EVANGELINE P. LADINES CESO V
Schools Division Superintendent

DR. MARK JOSEPH C. FERNANDEZ
Public Schools District Supervisor
Master of Ceremony