



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

Office of the Schools Division  
Superintendent

**MEMORANDUM**

MAY 23 2024

**3<sup>rd</sup> 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 3<sup>rd</sup> Division Special Meeting on Friday, May 24, 2024, 1:00 PM via MS Teams (link to follow).
2. This meeting aims to address issues/concerns on the conduct of the End-of-School-Year Rites for SY 2023-2024, National Festival of Talents 2024, and Palarong Pambansa 2024.
3. Attendance of all concerned is enjoined.
4. Immediate and wide dissemination of this Memorandum is desired.

**VIOLETA M. GONZALES**  
Assistant Schools Division Superintendent  
Office-In-Charge  
Office of the Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the Perpetual Index Under the following:

ACTIVITIES MEETINGS

CCA/3rd Division Special Meeting

**167**/May 21, 2024

UN-2024-167



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)



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**3<sup>rd</sup> DIVISION SPECIAL MEETING**  
**May 24, 2024/1:00 PM**

**WORKING COMMITTEES**

**Slide Deck Preparation**

**Dr. Mark Joseph C. Fernandez**  
PSDS

**Technical Support**

**Mr. Joseph C. Nilo**  
Planning Officer III

**Documentation & Minutes  
of the Meeting**

**Ms. Clarisa C. Avila**  
PSDS

**Emcee**

**Dr. Gina U. Urquia**  
ESP LRMDS/OIC-Principal, MSHS



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**LIST OF PARTICIPANTS**

No.	Name	Designation	Office/ School
1	Dr. Violeta M. Gonzales CESO VI	Assistant Schools Division Superintendent Officer-In-Charge Office of the Schools Division Superintendent	SDO
2	Ms. Madeline Ann L. Diaz	Chief, Curriculum Implementation Division	SDO
3	Ms. Ma. Regaele A. Olarte	Education Program Supervisor Officer-In-Charge Chief, School Governance Operations Division	SDO
4	Ms. Noemi A. Valdez	Administrative Officer V	SDO
5	Dr. Evangeline M. Aman	Public Schools District Supervisor OIC – BSES	SDO
6	Ms. Alyssa V. Aventurado	Public Schools District Supervisor	SDO
7	Ms. Clarisa C. Avila	Public Schools District Supervisor	SDO
8	Dr. Ma. Theresa C. Dela Rosa	Public Schools District Supervisor OIC – CESA	SDO
9	Dr. Jayboy E. Evano	Public Schools District Supervisor OIC – SSSH	SDO
10	Dr. Mark Joseph C. Fernandez	Public Schools District Supervisor	SDO
11	Dr. Eric F. Fungo	Public Schools District Supervisor	SDO
12	Dr. Yaledegler C. Maligaya	Public Schools District Supervisor	SDO
13	Dr. Ma. Myra E. Namit	Public Schools District Supervisor	SDO
14	Ms. Ada Trinidad A. Tagle	Public Schools District Supervisor	SDO
15	Dr. John Albert B. Colle	Education Program Supervisor – Filipino	SDO
16	Dr. Ma. Carmen D. Solayao	Education Program Supervisor – English	SDO
17	Mr. Lambert Quezada	Education Program Supervisor – Mathematics	SDO
18	Dr. Armida S. Oblinada	Education Program Supervisor – Science/STEM	SDO
19	Ms. Mariel Eugene L. Luna	Education Program Supervisor – AP/HUMSS	SDO
20	Mr. Edison C. Enerlas	Education Program Supervisor – MAPEH/HOPE	SDO
21	Ms. Leonaida Gutierrez	Education Program Supervisor – TLE/TVE/EPP	SDO
22	Dr. Lilibosa Palce	Education Program Supervisor – ESP/SPED	SDO
23	Dr. Marissa Andanza	Education Program Supervisor – ALS/Kinder/Madrasah	SDO
24	Dr. Gina U. Urquia	Education Program Supervisor OIC – MSHS	SDO
25	Atty. Ernest Faith R. Espanto	Division Legal Officer	SDO



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26	Ms. Angela M. Francisco	Administrative Officer IV Human Resource Management Office	SDO
27	Ms. May L. Borjal	Division ICT Coordinator	SDO
28	Ms. Virma V. Amistoso	Administrative Officer V Budget Officer	SDO
29	Ms. Lourdes V. Rodilla	Administrative Officer V Records Officer	SDO
30	Ma. Ma. Cristina F. Malacad	Administrative Officer IV Cash Officer	SDO
31	Ms. Karen Medina	Division Accountant	SDO
32	Ms. Ma. Phoebe R. Arroyo	Senior Education Program Specialist Planning and Research Unit	SDO
33	Dr. Zoren Pepito L. Gubalane	Senior Education Program Specialist Monitoring and Evaluation Unit	SDO
34	Ms. Cecilia Teresa Claudel	Education Program Specialist Social Mobilization & Networking Unit	SDO
35	Ms. Ivy M. Romano	Senior Education Program Specialist Human Resources Development Unit	SDO
36	Mr. Joseph C. Nilo	Planning Officer III	SDO
37	Ms. Ma. Teresa C. Indap	Division Nurse	SDO
38	Engr. Renante L. Tejada	Division Engineer	SDO
39	Mr. Eduardo A. Kondo	Project Development Officer II/DRRMO	SDO



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40	Dr. Olivia G. Elloso	School Head	TES
41	Dr. Antonio C. Gagala	School Head	SHES
42	Dr. Raul T Felix	School Head	POBES
43	Ms. Rhodora V. Mandap	School Head	IES
44	Ms. Ma. Hazel B. Hernandez	School Head	FDMESA ES
45	Dr. Shella C. Navarro	School Head	MES
46	Dr. Buena C. Dela Cruz	School Head	BESM
47	Mr. Reynaldo O. Comisario	School Head	VHES
48	Mr. Larry G. Canasa	School Head	PES
49	Ms. Eden B. Binaday	School Head	PNHS
50	Dr. Ador B. Querubin	School Head	TNHS
51	Dr. Florante C. Marmeto	School Head	MNHS
52	Dr. Rosendo E. Sangalang	School Head	LIS
53	Mr. Edizer S. Laqueo	School Head	CES Main
54	Dr. Aurora S. Bartolaba	School Head	AES
55	Dr. Jane May C. Valbuena	School Head	BES 1
56	Dr. Jaime Bautista	School Head	SES ANNEX ZONES 3 & 4
57	Dr. Jennifer S. Joson	School Head	SES Main
58	Ms. Alma O. Bituin	School Head	FAES
59	Ms. Marie Ann R. Esmeria	School Head	Buli ES
60	Ms. Jinky Santos	School Head	MBHSSA
61	Dr. Antonio B. Rocha	School Head	PEDHS
62	Ms. Vilma S. Vilorio	School Head	MBHS Main
63	Mr. Felipe Marapao Jr.	School Head	CSHS



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**3<sup>rd</sup> DIVISION SPECIAL MEETING**  
**May 24, 2024/ 1:00 PM**

**PROGRAM**

**I. PRELIMINARIES**

Philippine National Anthem      AVP  
Prayer      AVP

**II. MEETING PROPER**

A. EOSY concerns      **DR. VIOLETA M. GONZALES CESO VI**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division  
Superintendent

B. NFOT 2024

C. Palarong Pambansa 2024      **MR. EDISON C. ENERLAS**  
EPS – MAPEH/HOPE

**III. QUESTION & ANSWER**

**Dr. Gina U. Urquia**  
EPS-LRMDS/OIC-Principal, MSHS  
Emcee