



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

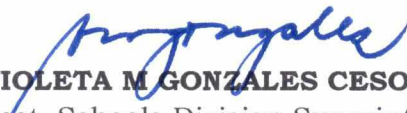
Office of the Schools Division  
Superintendent

SEP 16 2024

**NOTICE OF MEETING**

September 16, 2024

TO : **DR. SHELLA C. NAVARRO**  
**Mr. Carlo L. Lorzano**  
**Mr. Marcelo N. Argana**  
**Mrs. Loralee C. De Jesus**  
**Ms. Lybian A. Laguidao**  
**Ms. Vienna Marie A. Diwa**  
**Muntinlupa Elementary School**

FROM :   
**VIOLETA M GONZALES CESO VI**  
Asst. Schools Division Superintendent  
OIC – Office of the Schools Division Superintendent

DATE/TIME : September 16, 2024  
1:30PM-2:30PM

Venue : CID Office, Schools Division Office

SUBJECT : **MEETING WITH SNED TEACHERS AND PRINCIPAL OF  
MUNTINLUPA ELEMENTARY SCHOOL**

Agenda : Discussion on the Reply Letter submitted  
Other Matters

Lbp/Division Meeting with SNED Teachers and Principal of Muntinlupa Elementary School

102/September 16, 2024

NOM-2024-102



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,  
Muntinlupa City

(02) 8805 - 9935, (02) 8805 - 9940

sdo.muntinlupa@gmail.com



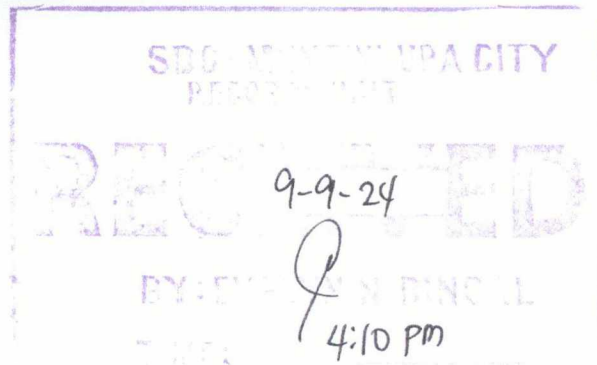


Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY  
MUNTINLUPA ELEMENTARY SCHOOL  
POBLACION, MUNTINLUPA CITY

Office of the Principal

September 9, 2024

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



Dear Madam:

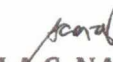
Respectfully forwarded to you the following copies of documents in compliance to the First Indorsement of your Office dated August 29, 2024 for your perusal:

- Anecdotal Observation of the learner (QRIS VILLAROSA CORPUS) by the Class Adviser
- Individualized Educational Program
- Program Interventions of the SPED Coordinator to the case child for SY 2023- 2024
- Individualized Education Plan (IEP)

Actions Taken by the School

- SPED Teachers communicated with the grandmother of the child.
- The child shall attend classes in grade three.
- Continuous intervention shall be provided to the learner.

Very truly yours,

  
**SHELLA C. NAVARRO EdD**  
Principal IV