



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

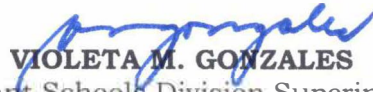
OCTOBER 15, 2024

**MEMORANDUM**

**ADMISSION PERIOD EXTENDED-PLMUN EXECUTIVE PROGRAM**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance and Operations Division  
Public & Private Elementary and Secondary School Heads/OICs  
All Others Concerned

1. Attached is a letter from Mr. John Aquilino Edmund G. De Lima, MA, Assistant Professor Dean, Institute of Public Policy Governance, Pamantasan ng Lungsod ng Muntinlupa dated October 8, 2024, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.



**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl: As stated  
References: None  
To be indicated in the Perpetual Index  
under the following subjects:

ADMISSION PROGRAM  
MRAO- Admission Period Extended- PLMun BPA Executive Program  
**385** / October 14, 2024

UN-2024-385



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)



Republic of the Philippines  
**CITY GOVERNMENT OF MUNTINLUPA**  
**OFFICE OF THE CITY ADMINISTRATOR**



**Memo**

**To :** All Officers and Employees of the City Government,  
Including Offices of the Members of the Sangguniang Panlungsod,  
Ospital ng Muntinlupa

**From :** The City Administrator

**Date :** 12 September 2024

**Subject :** Opening of the Bachelor of Public Administration Program in  
Pamantasan ng Lungsod ng Muntinlupa

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The Pamantasan ng Lungsod ng Muntinlupa (PLMun), signed by Raymundo P. Arcega, CESE, and dated 10 September 2024, issued a letter informing all concerned of the opening of the Bachelor of Public Administration (BPA) Program starting Academic Year 2024-2025, after the Commission on Higher Education (CHED) granted its approval thereto.

This is an ideal academic opportunity for City Government and Barangay Government Employees who wish to finish a college degree or add a second one. The Admissions Timeline, Requirements and Admissions Procedure are provided in the letter.

For reference, attached hereto is the aforementioned letter.

For the information, guidance and strict compliance of all concerned.

**Engr. ALLAN A. CACHUELA**

cf : *Rozzano Rufino B. Biazon, City Mayor;*  
*Raymundo P. Arcega, CESE, PLMun;*  
*Elizabeth Agdon-Gaviola, CHRMD*

CENTRAL RECORDS OFFICE  
**RECEIVED**  
BY: ROAN MORALES *RAM*  
DATE: 9/13/2024 TIME: 10:25

CGM-OP-OCA-01F4



**PAMANTASAN NG LUNGSOD NG MUNTINLUPA**  
University Road, Poblacion, Muntinlupa City



10 September 2024

**ENGR. ALLAN A. CACHUELA**  
City Administrator  
City Government of Muntinlupa

**RE: Admissions Now Open for BPA Executive Program in PLMun**

Dear Engr. Cachuela,

Warm greetings from the Pamantasan ng Lungsod ng Muntinlupa!

We are pleased to share the wonderful news that the Commission on Higher Education has approved the offering of the Bachelor of Public Administration program in Pamantasan ng Lungsod ng Muntinlupa starting this Academic Year 2024-2025.

The BPA degree program is described in the scholarly community to provide a solid foundation and training in government, civil service, and careers in the public sector. In PLMun, we prepared and designed a program that shall allow learners to not only have a formal education but to also undergo a meaningful academic formation and professional development directed towards instilling principles of good governance, sustainable development, social justice, and ethical citizenship.

Our BPA program will be unique in the sense that one of its focus areas shall be local governance, in line with the goal of the Institute of Public Policy and Governance to produce future leaders and practitioners in Muntinlupa and beyond. In line with this, we prepared a special lineup of faculty members who have advanced degrees and extensive professional backgrounds. The curriculum and classes—schedule, content, and delivery—will be innovative and suited to the needs of students.

In line with the city's Karunungan Agenda and with our desire to help improve the delivery of services in our local government offices, we are pleased to inform you that **we are opening admissions to the pioneering batch of our BPA Executive Program specifically for Muntinlupa city and barangay officials and employees who have not completed their degrees or wish to have a second degree.** We will be accepting applications from government employees regardless of employment status. For this admission process, please take note of the following dates and requirements:

ADMISSIONS TIMELINE	
Application Period	10-20 September 2024
Orientation Day	23 September 2024
Enrollment Period	23-27 September 2024
Start of Classes	30 September 2024

REQUIREMENTS
- Form 138/Report Card for Grade 12 (Incoming freshmen)
- Transcript of Records (Transfer students)
- PSA Birth Certificate
- Valid ID / Student ID
- Personal Voter's ID or Parent's Voter's ID (For Muntinlupa residents only)
- 2x2 ID Picture with White Background

Applicants are advised to proceed to our University Admissions Center during office hours from 11 to 20 September. For inquiries, please do not hesitate to contact Asst. Prof. John de Lima and Asst. Prof. Alni Gavjaymin Casacop via email ([johndelima@plmun.edu.ph](mailto:johndelima@plmun.edu.ph); [alnigavjaymincasacop@plmun.edu.ph](mailto:alnigavjaymincasacop@plmun.edu.ph)) or mobile (09398315100; 09913803253). Thank you very much.

Sincerely,

  
**DR. RAYMUNDO P. ARCEGA, CESE**  
University President

**RECEIVED**  
ADMINISTRATOR'S OFFICE