



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

Office of the Schools Division  
Superintendent

NOV 04 2024

MEMORANDUM  
No. 306, s. 2024

**CONDUCT OF LAKBAY ARAL – BATANG JUAN MUNTI NCM TOUR**

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

1. In line with the celebration of National Children's Month, a Lakbay Aral dubbed as "Batang Juan Munti NCM Tour" will be held on November 9, 2024. Attached is the letter from Ms. Analyn A. Mercado, RSW, City Govt. Dep. Head III, Social Services Department, MCCPC C0-Chairperson, relative to the said activity for details.
2. The participants are five (5) Grade 5 pupils and one (1) teacher, and five (5) Grade 6 pupils and one (1) teacher for a total of 12 participants per elementary school.
3. Particular attention is directed to the pre-registration link for the participants in the letter. The data are needed for insurance purposes. Deadline of registration is Wednesday, November 6, 2024.
4. The Lakbay Aral is an educational opportunity for our teachers and pupils to learn and have fun at the same time.
5. 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

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects:

STUDENTS                      TEACHERS

/ CONDUCT OF LAKBAY ARAL – BATANG JUAN MUNTI NCM TOUR

306 November 4, 2024

NUM-2024-306



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)



## Muntinlupa City Council for the Protection of Children

October 29, 2024

DR. VIOLETA M. GONZALES, CESO VI  
Assistant Schools Division Superintendent  
OIC of the Office of the Schools Division Superintendent  
Schools Division Muntinlupa

Dear Dr. Gonzalez:

Greetings!

This has reference with the output of the Special Meeting attended by selected Council Members last October 18 and by Mandated Members last October 22 focused on the celebration of National Children's Month.

One of the Activity is the conduct of Lakbay Aral dubbed as "Batang Juan Munti NCM Tour" and be held on November 9, 2024 and please details below.

- Lakbay Aral includes provision of transportation, meals, entrance fees and insurance. It is requested that the Pre-Registration be submitted on or before November 6, 2024 for insurance availment and printing of IDs.
- Part of the itineraries are visit to the following:
  - Rizal Park (on-board breakfast)
  - Fort Santiago (thereafter, early lunch prior to Ocean Park)
  - Manila Ocean Park (Oceanarium, Trails to Antarctica, All Star Bird Show, Sea Lion Show, World of Creepy Crawlies, Jellies Dancing Sea Fairies)
- Assembly time is 5:30 to 5:59 am and Expected Time of Departure is 6:00 AM and Expected Time of Arrival back to Muntinlupa is 6:00 PM. Assembly Area is in front of Social Services Department, Muntinlupa City Hall
- Total Allocated to In-school students are 200 and 40 Teachers (5 Grade 5 pupils with 1 Teacher guide/guardian and 5 Grade 6 pupils with 1 Teacher).
- Please reminder participants to wear their PE uniform and bring their own personal effects such as face towel, extra shirt and the Consent and Assent Form, copy of which is hereto attached.
- IDs will be provided with designated Color Coding including Bus.
- Please access Pre-registration Link below and upload necessary information based on the template provided.

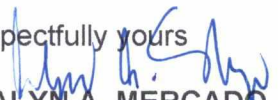
[https://docs.google.com/forms/d/e/1FAIpQLSfsvF3UJ5SF\\_6lffm2AQ3nQ8c-T9WiDqMtboyj3hZsHLGy1EQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfsvF3UJ5SF_6lffm2AQ3nQ8c-T9WiDqMtboyj3hZsHLGy1EQ/viewform?usp=sf_link)

The Council have allotted three (3) SDO Focal including your good self.

Another round of short meeting will be conducted on October 31, 2024 at 9:00 AM in our office, Social Services Department located in Annex Building Muntinlupa City Hall.

Our Council Secretariat members namely Ms. Venus and Ms. Janet, personnel of Social Services Department through their mobile number 0995.128.5716 and 0955.063.3968.

Respectfully yours

  
**ANALYN A. MERCADO, RSW**  
City Govt. Dept. Head III, Social Services Department  
MCCPC Co-Chairperson ✓