



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

Office of the Schools Division
Superintendent

NOV 20 2024

MEMORANDUM

May Kaso Kaya Ito?

To: Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. The Schools Division Office of Muntinlupa will be conducting the training on “**May Kaso Kaya Ito?**” on November 26-27, 2024 at Parque Espana Residence and Hotel, Alabang, Muntinlupa to be attended by selected Division Officials and Personnel in the OSDS and SGOD.
2. The participants are identified as follows:

	Name	Unit	Designation
1	Dr. Violeta M. Gonzales	OASDS	ASDS, OIC-SDS
2	Noemi A. Valdez	Admin	Administrative Officer V
3	Karina M. Medina	Accounting Unit	Administrative Officer IV
4	Virma U. Amistoso	Budget Unit	Administrative Officer V
5	May L. Borjal	ICT	IT Officer I
6	Angela Francisco	HRMO	Administrative Officer IV
7	Joice I. Luna	Supply Unit	Administrative Officer IV
8	Ma. Cristina F. Malacad	Cash Unit	Administrative Officer IV
9	Lourdes V. Rodilla	Records Unit	Administrative Officer IV
10	Ivy M. Romano	HRTD	SEPS
11	Andres F. Sicam	HRTD	EPS II
12	King Solidini Torres	Social Mobilization and Networking	PDO I
13	Ma. Romma S. Pagador	Social Mobilization and Networking	PDO I
14	Dr. Maricel Subida	Health Unit	Dentist III
15	Dr. May Anne Limjuico	Health Unit	Dentist III
16	Marie Paz Lavin	Health Unit	Nurse



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

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17	John Lord Vivo		PDO I
18	Aileen Siaoa		PDO I
19	Michael F. Domingo		PDO I
20	Michael Evan Aguelo		PDO I
21	Melanio San Jose Jr.		PDO I
22	Zarah Jane B. Gaba	Legal Unit	Admin. Asst. III/ PMT
23	Atty. Erness Faith Regacho	Legal Unit	Attorney III/ PMT

3. Considering that this training is a live-in activity, boarding facilities are provided for all identified participants.
4. For further inquiries, please contact Ms. Zarah Jane B. Gaba.

VIOLETA M. GONZALES CESO VI
OIC - Schools Division Superintendent
Assistant Schools Division Superintendent

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

TRAINING

EFJRE / **May Kaso Kaya Ito?**
453 November 19, 2024

UN-2024-453



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Time	Day 1 – Nov. 26	Day 2 – Nov. 27
7:00-8:00 AM	Breakfast & Hotel Registration	Breakfast
8:01-8:30 AM	Opening Program	Energizer
8:31-9:30 AM	Rationale Pre-test	Recap
9:31-10:30 AM	Topic 1: ADMINISTRATIVE RULES (Jurisdiction, Process and Requirements) Atty. Hiede S. Manginga	Topic 3: GRIEVANCE MACHINERY
10:31-10:45 AM	AM Snack	AM Snack
11:46-11:30 AM	Continuation of Topic 1 Topic 1: Administrative Rules Atty. Hiede S. Manginga	Continuation of Topic Topic 3: GRIEVANCE MACHINERY Atty. Jean Litusquen
11:31 AM-12:00 NN	Question and Answer	Question and Answer
12:01-1:00 PM	Lunch	Lunch
1:01-2:30 PM	Topic 2: ADMINSTRATIVE VIOLATIONS AND PENALTIES Atty. Ruhjen S. Osmena	Topic 4: COMPLAINTS PREVENTION Atty. Annaliza G. Esperanza
2:31-2:45 PM	PM Snacks	PM Snacks
2:46-3:45	Continuation of Topic 2 Topic 2: ADMINSTRATIVE VIOLATIONS AND PENALTIES Atty. Ruhjen S. Osmena	Continuation of Topic 4 Topic 4: COMPLAINTS PREVENTION Atty. Annaliza G. Esperanza
3:46-4:30 PM	Question and Answer	Question and Answer
4:31-5:00 PM	Management of Learning	Home Bound