



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

**Office of the Schools Division
Superintendent**

NOV 25 2024

MEMORANDUM

**TARA, BASA! TUTORING PROGRAM PAYOUT FOR THE
NON-TEACHING PERSONNEL**


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

1. Attached is the letter of Mr. Michael Joseph J. Lorico, Regional Director, DSWD Field Office-National Capital Region dated November 21, 2024 on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Particular attention is invited to Paragraph No. 2, for details..
3. Enclosed are the following:
Enclosure No. 1: List of Non-Teaching Personnel
Enclosure No. 2: List of Requirements for the Payout
4. Immediate and wide dissemination of this Memorandum is desired.

For:

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

By:


ADA TRINIDAD A. TAGLE
Public Schools District Supervisor
Officer-In-Charge
Office of the Assistant Schools Division Superintendent

Encl.: As stated

References: As stated

To be indicated in the Perpetual Index:

Under the following subjects:

EMPLOYEES PAYMENT

JABC/ Tara, Basa! Tutoring Program Payout for the Non-Teaching Personnel

466 / November 22, 2024

UN-2024-466

21 November 2024

DR. VIOLETA M. GONZALES, CESO IV
Assistant School Division Superintendent
Officer-In-Charge
SDO Building, Calle Nuevo, Tunasan, Muntinlupa City

Through: DR. SHELLA C. NAVARRO
Muntinlupa Elementary School
Principal IV

Dear **Dr. Gonzales**,

Greetings from DSWD NCR!

This has reference to the implementation of Tara, Basa! Tutoring Program in the Field Office NCR. One of the key partner stakeholders in the program's implementation is the Department of Education (DepEd). The Non-Teaching Personnel from DepEd have served as liaisons and support staff, ensuring smooth program implementation and providing security and guidance to Tutors, YDWs, and parents/learners.

In line with this, may this Office humbly request your assistance in allowing us to use the Muntinlupa Elementary School conference room as a venue for the payout for the non-teaching personnel, scheduled on 28 November 2024. May this Office also kindly seek your support in providing logistical requirements for the smooth facilitation of the payout. Below are the following details for your reference.

| Date | Time | No. of Beneficiaries | Logistic requirements |
|-------------------|-------------------|----------------------|---|
| November 28, 2024 | 9:00 am - 4:00 pm | 37 pax | <ul style="list-style-type: none">15 chairs1 table |

Ms. Karen Boots B. Albao, Project Development Officer III of the Tara Basa! Tutoring Program- RPMO, will be coordinating with you on this request or should you have further concerns or clarification, she may be reached through mobile number 0928-360-1855 or email at kbbalbao@dswd.gov.ph

This Office is looking forward to your positive response on this matter.

Thank you.

Very truly yours,



MICHAEL JOSEPH J. LORICO
Regional Director

(Enclosure No. 1: List of Non-Teaching Personnel)

**TARA, BASA! TUTORING PROGRAM PAYOUT FOR THE
NON-TEACHING PERSONNEL**

November 28, 2024 (Thursday), 9:00AM-4:00PM
Muntinlupa Elementary School (MES)

LIST OF NON-TEACHING PERSONNEL

| <i>Public Elementary School</i> | <i>Non-Teaching Personnel</i> |
|--|---|
| 1. BAYANAN ES-MAIN | 1. Jan Melville V. Hernandez 2. Roberto D. Palean |
| 2. F DE MESA ES | 1. Jovelyn M. Baldo 2. Miguel Luis O. Arevalo |
| 3. ITAAS ES | 1. Alvin II A. Sumulat 2. Emeliza C. Atamosa |
| 4. LAKEVIEW INTD SCH. | 1. Joed D. Espeleta |
| 5. MUNTINLUPA ES | 1. Sharon T. Marcellana 2. Emma D. Iral |
| 6. PUTATAN ES | 1. Jenny A. Fernandez 2. Angelica Plaza |
| 7. POBLACION ES | 1. JO-ANN P. MOJE 2. GERTRUDES M. NAVIA |
| 8. SOLDIERS HILLS ES | 1. ROSEMARIE N. PAGHUBASAN 2. NOIME C. ENDAYA |
| 9. TUNASAN ES | 1. MA. RELIZA C. LORICA 2. JULIE M. BUENAVISTA |
| 10. VICTORIA HOMES ES | 1. Alvin A. Velasco 2. Thelma V. Fernandez |
| 11. ALABANG ES | 1. MA. RECAH R. JAVIER 2. OFELIA M. ABAS |
| 12. BAYANAN ES-UNIT 1 | 1. ANGELITA R. BALDOVINO 2. MARUELO L. FLORES |
| 13. BAGONG SILANG ES | 1. Sheryll A. Limpiado 2. Joevesana Susana R. Racoma |

| | |
|--------------------------|---|
| 14. BULI ES | 1. JAMLI, VERONICA ARELLA 2. CANA, MARICEL LUGO |
| 15. CUPANG ES-ANNEX | 1. ERLINDA SIMBORIO BUENDIA 2. KATRINA MARIE BAGUBE AMASULA |
| 16. CUPANG ES-MAIN | 1. Restituto E. Dionisio 2. Jocelyn V. Manoja |
| 17. FILINVEST ALABANG ES | 1. Cristal Joyce R. Tan 2. Mary Grace A. Junio |
| 18. SUCAT ES-MAIN | 1. Rosita S. Abella 2. Rosalie S. Ofuji |
| 19. SESSPA ZONE 3 | 1. Dennis F. Medallada |
| 20. SESSPA ZONE 4 | 1. Laiza V. Tolentino |

Total: **37 Non-Teaching Personnel**

(Enclosure No. 2: List of Requirements for Payout)

**TARA, BASA! TUTORING PROGRAM PAYOUT FOR THE
NON-TEACHING PERSONNEL**

November 28, 2024 (Thursday), 9:00AM-4:00PM
Muntinlupa Elementary School (MES)

LIST OF REQUIREMENTS FOR PAYOUT

1. Barangay Indigency with Purpose of Financial Assistance ONLY.
2. Photocopies of Valid ID with 3 signatures per copy (2 copies).
3. Original ID (for validation).