



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 03 2025

MEMORANDUM
No. 046, s, 2025.

**EMPOWERING SCHOOL LEADERS IN SDO MUNTINLUPA THROUGH
EFFECTIVE LIQUIDATION PRACTICES**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Administrative Officer V
All Public Elementary and Secondary School Heads/OICs
School Property Custodian/ School Administrative Officers
All Others Concerned

1. In adherence to existing financial policies and guidelines on transparency and accountability, this Office announces the conduct of a seminar entitled "**Empowering School Leaders in SDO Muntinlupa through Effective Liquidation Practices.**" This seminar aims to strengthen the competencies of school leaders in ensuring the proper, efficient, and transparent liquidation of funds.
2. The aforementioned seminar is scheduled to take place from **February 5 to 7, 2025**, at the **Subic Bay Travelers Hotel and Event Center Inc.**, located at the corner of Aguinaldo and Raymundo Streets, Subic Bay Freeport Zone.
3. The training costs, including accommodation and transportation for school participants, shall be charged to the respective school's Maintenance and Other Operating Expenses (MOOE). The registration fee is set at six thousand pesos (**₱6,000.00**), covering board and lodging. Likewise, each participant is entitled to a transportation allowance of **one thousand three hundred pesos (₱1,300.00)**, provided they submit an Itinerary of Travel and a Travel Order for liquidation purposes. For those using a school vehicle, expenses such as toll fees shall also be charged to the school's MOOE.
4. All payments shall be made to the Division Cashier, **Ms. Maria Cristina F. Malacad**, on the day of the event.
5. The Schools Division Office (SDO) of Muntinlupa will provide one bus for attendees. To ensure timely arrival at the venue, the bus will depart at **5:30 a.m.** on **February 5, 2025**.
6. Participants are required to bring their **laptops and extension cords** for use during the seminar.


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7. For further details about this activity, please refer to the list of participants and the training matrix."
8. Immediate dissemination of this **Memorandum** is highly encouraged.

For:

VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

By:


FLORANTE C. MARMETO
Chief Education Supervisor, CID
Officer-in-Charge

To be indicated in the Perpetual Index
under the following subjects:

TRAININGS

PROGRAMS

WORKSHOPS

JIL/ LIQUIDATION SEMINAR
____January 31, 2025

EMPOWERING SCHOOL LEADERS IN SDO MUNTINLUPA THROUGH EFFECTIVE LIQUIDATION PRACTICES

February 5-7, 2-25, Subic Bay Travelers Hotel and Event Centers Inc.

Matrix of Activities

Day 1:		
Time	Particular	Person-In-Charge
5:30-6:00 AM	Assembly	
6:00-6:30 AM	Departure from Muntinlupa to Subic	
10:00-10:30 AM	Arrival in Subic	
10:30-11:30 AM	Registration	
11:30-12:30 NN	Lunch Break (Early Lunch)	
12:30-1:30 PM	Opening Program	Program Management Team
1:30-2:30 PM	Fidelity Bond and Cash Advance Granting	Ms. Maria Cristina Malalad Head, Cash Unit
2:30-4:30PM	Utilities Expenses Management	Ms. Karen E. Medina Head, Accounting Unit
4:30-5:30 PM	Procurement Process	Phoebe R. Arroyo SEPS, Planning & Research BAC Secretariat Ms. Joiche I. Luna Head, Supply Unit
5:30-6:00 PM	QAME-Day 1	Program Management Team
Day 2:		
8:00-8:30 AM	Management of Learning (MoL)	Program Management Team
8:30-10:30 AM	School-and Division-Led Trainings	Arianne Mae B. Ramirez ADAS III, Accounting Unit School Liquidator Ms. Myleen DV. Espeleta ADAS III, Accounting Unit School Liquidator
10:30-12:00 NN	Repair and Maintenance	Engr. Jerone M. Tagapan Division Engineer
12:00-1:00 PM	Lunch Break	
1:00-2:30 PM	Maintenance and Other Operating Expenses (MOOE) Expense Classification	Ms. Virma Amistoso Division Budget Officer
2:30-3:00 PM	Health Break	
3:00-4:30 PM	Taxation in DepEd	Ms. Karen E. Medina Head, Accounting Unit
4:30-5:00 PM	QAME-Day 2	Program Management Team
Day 3		
8:00-8:30 AM	Management of Learning (MoL)	
8:30-10:30 AM	SDO General Liquidation Process	
10:30-12:00 NN	Workshop 1: MOOE Liquidation Scenario Analysis	Ms. Karen E. Medina Head, Accounting Unit
12:00-1:00 PM	Lunch Break	
1:00-2:30 PM	Workshop 2: Evaluation of Liquidation Documents and Requirement	Ms. Karen E. Medina Head, Accounting Unit
2:30-3:00 PM	Health Break	

3:00-4:00 PM	Presentation & Critiquing	Ms. Karen E. Medina
4:00-4:30 PM	Finalization of Outputs & Way Forward	Head, Accounting Unit
4:30-5:30 PM	QAME Day 3 & Closing Program	Program Management Team

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List of Participants

Schools

No.	SCHOOL	NAME	WILL RIDE THE BUS
1	Alabang Elementary School	Dr. Ma. Aurora S. Bartolaba	
2	Alabang Elementary School	Myrna S. Ibañez	
3	Bagong Silang Elementary School	Felipe W. Marapao Jr.	
4	Bagong Silang Elementary School	Ma. Riza R. Dalungan	
5	Bayanan Elementary School – Main	Dr. Buena C. Dela Cruz	Yes
6	Bayanan Elementary School – Main	Michael Evan Aguelo	Yes
7	Bayanan Elementary School – Unit 1	Dr. Jane May C. Valbuena	Yes
8	Bayanan Elementary School – Unit 1	Ferdinand V. Gaddi	Yes
9	Buli Elementary School	Marie Ann R. Esmeria	Yes
10	Buli Elementary School	Maria Kieden Zyna L. Herrera	Yes
11	Cupang Elementary School – Annex	Jocelyn A. Morales	Yes
12	Cupang Elementary School – Annex	Romalyn Milca N. Javier	Yes
13	Cupang Elementary School – Main	Edizer S. Laqueo	
14	Cupang Elementary School – Main	Pamela D. Baldo	Yes
15	F. De Mesa Elementary School	Maria Hazel B. Hernandez	Yes
16	F. De Mesa Elementary School	Jennifer L. Sabdao	Yes



17	Filinvest Alabang Elementary School	Alma O. Bituin	Yes
18	Filinvest Alabang Elementary School	Ella Marie A. Collado	Yes
19	Itaas Elementary School	Rhodora V. Mandap	Yes
20	Itaas Elementary School	Jason S. Raymundo	Yes
21	Lakeview Elementary School	Joed D. Espeleta	Yes
22	Muntinlupa Elementary School	Dr. Shella C. Navarro	Yes
23	Muntinlupa Elementary School	Jenny R. Andor	Yes
24	Poblacion Elementary School	Dr. Raul T. Felix	
25	Poblacion Elementary School	Joan Vanesa L. Fuster	
26	Putatan Elementary School	Hilario G. Canasa	Yes
27	Putatan Elementary School	Gina A. Sabado	Yes
28	Soldiers Hills Elementary School	Dr. Antonio C. Gagala	
29	Soldiers Hills Elementary School	Rachel L. Rodriguez	
30	Sucac Elementary School – Main	Dr. Jennifer S. Joson	Yes
31	Sucac Elementary School – Main	Ericka Rae R. Aala	Yes
32	Sucac Elementary School – Zone 3	Ladylyn N. Elchico	Yes
33	Sucac Elementary School – Zone 4	Hayde F. Gucor	Yes
34	Tunasan Elementary School	Olivia G. Elloso	Yes
35	Tunasan Elementary School	Rosalie R. Arevalo	Yes
36	Victoria Homes Elementary School	Reynaldo O. Comisario	Yes
37	Victoria Homes Elementary School	Julie Ann A. Manto	Yes

38	Cupang Senior High School	Jason B. Albaro	
39	Cupang Senior High School	Mary Grace H. De Acosta	Yes
40	Lakeview Integrated School	Dr. Louie M. Valdez	Yes
41	Lakeview Integrated School	Bren Tuesdae T. Cabrera	Yes
42	Muntinlupa Business High School – Annex	Jinky D. Santos	Yes
43	Muntinlupa Business High School – Annex	Rosalie T. Torres	Yes
44	Muntinlupa Business High School – Annex	Crispina G. Argana	Yes
45	Muntinlupa Business High School – Main	Reynante H. Espeleta	Yes
46	Muntinlupa Business High School – Main	Cherry E. Luis	Yes
47	Muntinlupa Business High School – Main	Lorena G. Hernandez	Yes
48	Muntinlupa National High School – Main	Dr. Rosendo E. Sangalang	Yes
49	Muntinlupa National High School – Main	Donna Lyn M. Pascual	Yes
50	Muntinlupa National High School – Main	Jennielyn A. Manto	Yes
51	Muntinlupa Science High School	Dr. Ador B. Querubin	
52	Muntinlupa Science High School	Evangeline S. Cosare	Yes
53	Muntinlupa Science High School	Marissa P. Terrado	Yes
54	Pedro E. Diaz High School	Antonio B. Rocha	
55	Pedro E. Diaz High School	Josefina D. Jimenez	Yes

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56	Poblacion National High School	Eden Binaday	Yes
57	Poblacion National High School	Thelma V. Medina	Yes
58	Sucacat Senior High School	Dr. JayBoy E. Evano	Yes
59	Sucacat Senior High School	Rocille D. Mendoza	Yes
60	Tunasan National High School	Vilma S. Vilorio	Yes
61	Tunasan National High School	Jahleen Jane D. Bautista	Yes
62	Tunasan National High School	Kenneth T. Bautista	Yes
63	Tunasan National High School	Maricel G. Lumio	Yes
64	Tunasan National High School	Norberto C. Sacopla	Yes



SDO MUNTINLUPA

No.	NAME	POSITION	SECTION
1	Dr. Violeta M. Gonzales	OIC- Schools Division Superintendent	Office of the Schools Division Superintendent
2	Lilia A. Ricero CESE	OIC- Assistant Schools Division Superintendent	Office of the Assistant Schools Division Superintendent
3	Florante C. Marmeto, Ed.D.	Chief Education Program Supervisor	Curriculum Implementation Division
4	Ma. Regaele A. Olarte	OIC- Chief Education Program Supervisor	School Governance and Operations Division
5	Noemi A. Valdez	Administrative Officer V	Administrative Unit
6	Virma U. Amistoso	Budget Officer	Budget
7	Karina E. Medina	Accountant	Accounting Unit
8	Arianne Mae B. Ramirez	School Liquidator/ Administrative Assistant III	Accounting Unit
9	Myleen DV. Espeleta	School Liquidator/ Administrative Assistant III	Accounting Unit
10	Ryan B. Fallarme	School Liquidator/ Administrative Assistant III	Accounting Unit
11	Maria Cristina F. Malacad	Cashier	Cash Unit
12	Maria Vilma A. Marquez	Landbank system Coordinator for MOOE/ Administrative Assistant III	Cash Unit
13	Joiche I. Luna	Supply Officer	Property & Supply Unit

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14	Ivy M. Romano	Senior Education Program Specialist	Human Resource Development Section
15	Joseph D. Nilo	Planning Officer III	Planning & Research Section
16	Phoebe R. Arroyo	Senior Education Program Specialist	Planning & Research Section
17	Dr. Ma. Myra E. Namit	Public Schools District Supervisor	District Instructional Supervision
18	Dr. Leonaida Gutierrez	Education Program Supervisor/ Canteen Fund Coordinator	Instructional Management Section
19	Ma. Teresa S. Indap	Division Nurse	School Health and Nutrition
20	Evangeline M. Aman	Public Schools District Supervisor	District Instructional Supervision
21	Ada Trinidad A. Tagle	Public Schools District Supervisor	District Instructional Supervision
22	Ms. Clarisa C. Avila	Public Schools District Supervisor	District Instructional Supervision
23	Eric F. Fungo, Ph.D	Public Schools District Supervisor	District Instructional Supervision
24	Yaledeger DC. Maligaya, Ed.D.	Public Schools District Supervisor	District Instructional Supervision
25	Dr. Marissa M. Andanza	Education Program Specialist	Instructional Management Section

Program Management Team

Committee	Person-In-Charge
Program and Flow	Ms. Ivy M. Romano
Registration/ Attendance	Ms. Arriane Mae Ramirez Ms. Myleen Espeleta
Program Evaluation	Dr. Zoren Pepito L. Gubalane & Ms. Chelo D. Rongavilla
Documentation	Mr. Joseph D. Nilo Dr. Ma. Myra E. Namit
Secretariat	Ms. Joiche I. Luna Ms. Maria Cristina M. Malacad Ms. Karina E. Medina

