



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

WORKSHOP ON THE ESTABLISHMENT OF AN INFORMATION  
AND SERVICE DELIVERY NETWORK (ISDN)

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

1. Attached is a letter from Ms. Jacklyn D. Robel, Regional Director of the Commission on Population and Development – NCR addressed to the Hon. Rozzano Rufino B. Biazon, City Mayor of Muntinlupa thru Ms. Mildren P. Andaleon of the Muntinlupa Population Development Office on the above-captioned activity, content of which is self-explanatory.

2. The live-in workshop will be on February 5, 6 and 7, 2025 at the Laguna Technopark Hotel, Santa Rosa, Laguna at 8:00 a.m. to 5:00 p.m. Schools Division of Muntinlupa City will be represented by **Ms. Analyn P. Mangussad**, Nurse II of Muntinlupa Science High School and **Ms. Realyn D. Rigos**, Nurse II of Muntinlupa Business HS- Sucat Annex vice Ms. Mariel Eugene L. Luna, Adolescent Empowerment Program TWG Member and SDO Comprehensive Sexuality Education Focal Person and Ms. Marie M. Lavin, SDO Adolescent Health Development Focal Person who are both attending equally important workshops. This Memorandum also serves as their **authority to attend**.

3. Immediate and wide dissemination of this memorandum is desired.

For: **VIOLETA M. GONZALES**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

By: **FLORANTE C. MARMETO**  
Chief Education Supervisor  
Curriculum Implementation Division  
Officer-In-Charge

Encl: as stated  
Reference: As stated  
To be indicated in the Perpetual Index  
Under the following subjects

NURSES AHDP COMPREHENSIVE SEXUALITY EDUCATION  
MELL/ WORKSHOP ON THE ESTABLISHMENT OF AN INFORMATION AND SERVICE DELIVERY NETWORK (ISDN)

060/February 3, 2025

UN-2025-060



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)

060



January 13, 2025

**HON. ROZZANO RUFINO B. BIAZON**

Mayor

Muntinlupa City

Attention: **MS. MILDRED P. ANDALEON**

City Population Officer, Muntinlupa Population Development Office

Dear Mayor Biazon:

*Masayang Pamilya at Masaganang Bagong Taon!*

The Commission on Population and Development National Capital Region (CPD-NCR), shall conduct a **Workshop on the Establishment of an Information and Service Delivery Network (ISDN)**, as part of implementing the Advance Adolescent Health and Development Program under the Philippine Population and Development-Plan of Action (PPD-POA).

ISDN refers to the network of facilities, institutions, and service providers within a locality providing information, training, and core service packages of health and social care for adolescents in an integrated and coordinated manner. With this concept, the ISDN will ensure that the young people in the city will be provided with adequate support in terms of education, employment, health and other social concerns.

Upon consultation with Muntinlupa Population Development Office (MPDO), the said workshop is scheduled on **February 5-7, 2025**. The venue will be communicated once finalized. As such, we would like to ask for assistance in inviting the following key adolescent stakeholders to attend the three-day live in workshop.

OFFICE	NO. OF PAX
Muntinlupa Population Development Office	10
City Health Office	5
• HIV Coordinator	
• RFPF Coordinator	
• AHD Medical Coordinator	
• Nutrition Coordinator	
• Mental Health Coordinator	
City Social Welfare and Development Office	2
Sangguniang Kabataan Federation	2
Local Youth Development Office	1
Liga ng mga Barangay	1
Ospital ng Muntinlupa	1
Public Employment Service Office	1
PNP Women and Children Protection Desk	1
Schools Division Office	2
Muntinlupa Training Institute	1
Gender and Development Office	1
Civil Society Organization	1
Total	29







Meals and accommodation for the workshop will be provided by CPD-NCR. However, the transportation to and from the venue will be shouldered by the sending office.

For confirmation of participants, please fill out the confirmation slip and forward it to [ncr@cpd.gov.ph](mailto:ncr@cpd.gov.ph) on or before January 31, 2025. Further, we would like to request for the participants to bring their laptops and data relevant to adolescents.

For queries and clarifications, you may contact Ms. Mirasol C. Silva, Information Officer II through [ncr@cpd.gov.ph](mailto:ncr@cpd.gov.ph) or [mirasol.silva@cpd.gov.ph](mailto:mirasol.silva@cpd.gov.ph) or phone number (02) 8531-6650 or mobile number 0912-984-1814.

Thank you very much.

Very truly yours,

  
JACQUELYN D. ROBEL  
Regional Director

