




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

MAR 13 2025

NOTICE OF MEETING

March 13, 2025

TO : Dr. Christian Paul Dela Vega, SEPS, SMN
Ms. Cecilia Teresa C. Claudel, EPSII, SMN
Dr. Hilda Arofo, School FDS Coordinator, TNHS
Ms. Estelita Sagun, School FDS Coordinator, BSES
Ms. Sannie Jusay, Dean, PLMun
Ms. Glorynor Navarro, Practicum Coordinator, PLMun
Ms. Elaine Guerrero, Practicum Coordinator, PLMun
Ms. Mary Jane T. De Vera, Practicum Coordinator, PLMun

FROM: 
VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

DATE/TIME : Friday, March 14, 2025
9:30 AM

Venue : Legal Office, 2nd Floor, SDO Muntinlupa City

SUBJECT : Consultative Meeting on Practicum Programs and Related Matters on the
Schedule of DepEd Classes

AGENDA

1. Practicum scheduling and deployment
2. Other related matters

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NOM-2025-029



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PAMANTASAN NG LUNGSOD NG MUNTINLUPA
COLLEGE OF TEACHER EDUCATION
University Road, Poblacion, Muntinlupa City

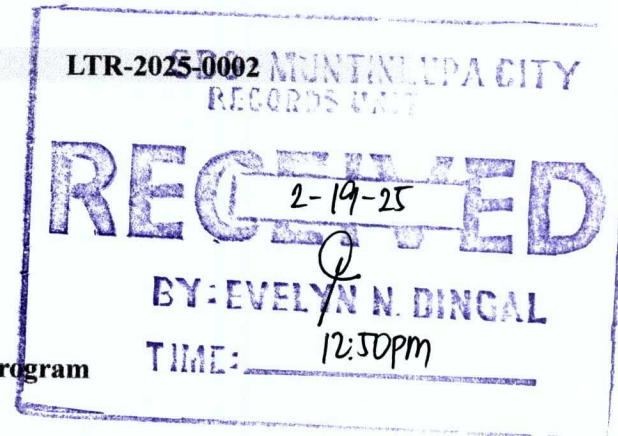
LETTER
DATE : February 5, 2025

TO : **DR. VIOLETA M. GONZALES**
OIC-Schools Division Superintendent
SDO Muntinlupa Centennial Ace.,
Tunasan, Muntinlupa City

THRU : **Dr. Christian Paul A. Dela Vega**
Division Unit Head -Senior Education Program
Specialist – SMN
SDO Muntinlupa

FROM : **Mary Jane T. De Vera, LPT.,MAED**
Practicum Coordinator

SUBJECT : **Request for Consultative Meeting Related to PLMun College of Teacher Education Practicum Programs and Related Matters Due to Adjusted Schedule of DepEd Classes**



Greetings of peace and excellence!

In light of the recent adjustments to the Department of Education's academic calendar, the College of Teacher Education at Pamantasan ng Lungsod ng Muntinlupa seeks to hold a consultative meeting with key DepEd officials and partner schools. This meeting aims to discuss the necessary modifications and realignments concerning our practicum programs and other related matters to ensure smooth implementation and compliance with the revised DepEd schedule.

We highly value the collaboration between PLMun and the Department of Education in providing quality training and learning experiences for our student-teachers. Given the impact of the adjusted academic calendar, we would like to address concerns such as practicum scheduling, deployment arrangements, and other operational considerations that may arise due to these changes.

In this regard, we respectfully request your presence and participation in this consultative meeting. We propose to hold the meeting on March 04, 2025 at 10:00 AM or depending on your availability and preference. Should there be a more convenient date and time for your office, we are open to adjustments to ensure the participation of all key stakeholders.

Your insights and guidance will be instrumental in ensuring that our student-teachers continue to receive quality training while adhering to the new DepEd guidelines. We look forward to your favorable response and to further strengthening our partnership for the benefit of our future educators.

For confirmation and further coordination, please feel free to contact at 09632026646 or email us at maryjanevera@plmun.edu.ph.

Thank you for your time and support. We anticipate a productive discussion that will benefit both our institutions and our student-teachers.

Respectfully yours,

Mary Jane T. De Vera
Practicum Coordinator, College of Teacher Education

Noted by:

Asst. Prof. Sannie A. Jusay
Dean, College of Teacher Education