



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 10 2025

MEMORANDUM

ACT-MUNTINLUPA LEADERSHIP TRAINING AND SEMINAR

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

1. Attached is a letter from Mr. Antonio C. Palmero, ACT- Muntinlupa President, relative to the conduct of the above-captioned activity on March 14-15, 2025 at Eli's Place Private Pool and Alexander's Place located in Bucal, Silang Cavite.
2. Participation of teachers shall be subject to the No-disruption-of-classes Policy as stipulated in DepEd Order No. 9, s. 2005 entitled, Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith.
3. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: As stated,
To be indicated in the Perpetual Index
Under the following subjects
TRAINING TEACHERS PROGRAM
CPDV/ ACT- MUNTINLUPA LEADERSHIP TRAINING AND SEMINAR
104/MARCH 10, 2025

UN-2025-104



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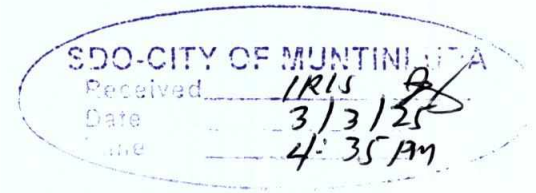
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February 14, 2025

DR. VIOLETA M. GONZALES, CESO IV
Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



SUBJECT: Request for Approval and Memorandum for Division Leadership Training Seminar

Dear Ma'am:

Warm greetings!

The Alliance of Concerned Teachers (ACT-Muntinlupa) in coordination with the Muntinlupa Federation of Public Elementary and Secondary Teachers (MUNPFEST) will hold its First Division Leadership Training and Seminar from **March 14, 2025, to March 15, 2025**, at Eli's Place Private Pool and Alexander's Place located in Bucal, Silang Cavite.

Each school's teacher-leaders and faculty presidents had been partners of the school's division office in accomplishing different tasks focused on the importance of collaboration, innovation, and continuous improvement in education. This training seminar aims to:

1. Equip teacher-leaders with the skills to lead and manage instructional teams, improving teaching and learning outcomes.
2. Encourage teacher-leaders to build and lead a high-performing team, promoting a culture of collaboration, open communication, and collective responsibility.
3. Cultivate a sense of responsibility and empower teacher-leaders in making informed decisions.
4. Enhance teacher-leaders' understanding of the benefits and responsibilities relevant to the government agencies they deal with.
5. Discuss the present national situation and its relation to the conditions of teachers and the entire education sector.

The expected participants are listed in *Annex A*. The school faculty vice president or any officer can be the alternate if the faculty president is not available

In this regard, we respectfully request your office to issue a memorandum allowing teacher-leaders to attend on official time. However, concerned teachers should make necessary arrangements to not hamper instructional time in compliance with the provisions of DepEd Order No. 9, s. 2005 "*Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance therewith*"



Additionally, we kindly seek approval, as with the training activities we have conducted, for the registration fee of Php1000.00 per participant will be collected to cover meals, kits, and other expenses to be sourced from any available local fund, such as the faculty and students' development share from the canteen income (as stipulated in DepEd Order No. 8, s. 2007).

We would be grateful for your immediate and favorable response to our request.

In the service of Teachers and Students,


ANTONIO C. PALMERO
President

Annex A

LIST OF PARTICIPANTS
School Faculty President and ACT Muntinlupa Officers

NO.	NAME	SCHOOL
1	Arsenio S. Medenilla	BES-Main
2	Jessie B, Arroyo	TES
3	Sherwin L. Lucban	FDMES
4	Revilma M. Dizon	TNHS
5	Elizabeth G. Anaya	TNHS
6	Elizalde R. Lugtu	PES
7	Windy M. Masacote	SHES
8	Owen Earl D. Bautista	SHES
9	Arsenia P. Roxas	MNHS
10	Mary Jean Dalugdug	IES
11	Antonio C. Palmero	MES
12	Norlito A. Argante	MES
13	Reymundo B. Joson	POBES
14	Ellaine C. Balberona	POBES
15	Michael M. Blando	VHES
16	Arnel G. Gutierrez	PNHS
17	Suzette C, Almeida	ALS
18	Jomar B. Vagallon	LIS
19	Rea D. Estiller	LIS
20	Edsel B. Basilla	LIS
21	Lowelli Concepcion	LIS
22	Edna T. Coloma	LIS
23	Jessa B. Ables	SESSPAZ3
24	Andrew Paul S. Sanchez	MBHS-Main
25	Reynaldo O. Batario	BES Unit I
26	Eda E. Cipres	SESSPA-Z4
27	Raynold R. Trinidad	MBHS SA
28	Lourdes D. Moslares	SESMain
29	Benjamin Ladrera	SESMain
30	Jan Rae J. Quiton	SSHS
31	Eugenia G. Delzer	PEDHS
32	Lecel P. Sarmiento	CES Main
33	Emily M. Lapuz	AES
34	Rachel F. Mendoza	FAES
35	Maria Christina T. Cabrera	Buli ES
36	Normita G. Bangga	BSES
37	Leonardo B. Lim	CSHS
38	Reynalyn L. Caspillo	CESA

Note: The school faculty vice president or any officer can be the alternate
if the faculty president is not available