



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

Office of the Schools Division
Superintendent

APR 21 2025

MEMORANDUM

**TRAINING GROUP SCHEDULE FOR THE TRAINING OF THE RANDOM MANUAL
AUDIT TEAM MEMBERS**

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
All Others Concerned

1. Pursuant to Republic Act No. 9369, a random manual audit shall be conducted after May 12, 2025, National and Local Elections. Relative to this, the Commission on Elections will conduct an in-house random manual audit training for the Random Manual Audit Team members on April 21-30, 2025, at Citadines Bay Hotel Manila, Pasay City.
2. Attached to this memorandum are the list of participants, program of activities and schedule of the said training, for reference.
3. This division memorandum shall serve as the participants authority to travel in compliance with the DepEd Order No, 043 2022. Further, other details related to the said activity shall be issued for reference.
4. Immediate, wide dissemination of, and strict compliance with this Memorandum are 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

SCHOOL

TEACHERS

TRAININGS

AFS/ Random Manual Audit Team Training
174 April 21, 2025



Republic of the Philippines
COMMISSION ON ELECTIONS
 Intramuros, Manila



RANDOM MANUAL AUDIT COMMITTEE

12 April 2025

Asec. JOCELYN DR. ANDAYA
 Concurrent Officer-in-charge
 Office of the Assistant Secretary
 Regional Director, National Capital Region
 Department of Education (DepED)

Subject: Training Group Schedule for the Training of the Random Manual Audit Team Members.

Dear Asec. ANDAYA:

Greetings!

This is in connection with the list of public-school teachers submitted by DepEd who will serve as Random Manual Audit Team members for the Random Manual Audit (RMA) of the 12 May 2025 National and Local Elections. An in-house RMA Training for the RMAT members is scheduled to take place on 21 to 30 April 2025 at Citadines Bay Hotel Manila in Pasay City. The RMA Training shall be conducted in three (3) batches, with each batch undergoing training for a duration of three days.

In view of the foregoing, we are respectfully submitting the Training Group Schedule for the participants:

BATCH	SDO	ATTACHMENT
Batch 1 (21 to 23 April 2025)	1. Caloocan City 2. Las Piñas City 3. Makati City 4. Malabon City 5. Mandaluyong 6. Manila City (Batch 1)	Annex 1
Batch 2 (24 to 26 April 2025)	1. Manila City (Batch 2) 2. Marikina City 3. Muntinlupa City 4. Navotas City 5. Pasay City 6. Pasig City (Batch 1)	Annex 2
Batch 3 (28 to 30 April 2025)	1. Pasig City (Batch 2) 2. Quezon City 3. San Juan City 4. Taguig City 5. Pateros 6. Valenzuela City	Annex 3

Should you find the need to discuss preliminary plans and other matters related to RMA, please do not hesitate to have any of your staff contact **DIR. ABIGAIL CLAIRE F. CARBERO-LLACUNA**, *RMA-Asst. TWG Head for External Stakeholders*, at 0917-8140712, or send an email at 2025nle.rma@comelec.gov.ph or abigalclaire.llacuna@comelec.gov.ph. via email at.

Thank you for your continued support and we look forward to your response.

Respectfully yours.


Atty. **MONALISA C. MAMUKID**
RED/Director IV
Head, Random Manual Audit Technical Working Group



Training of Random Manual Audit Teams, Supervisors, and Verifiers

APRIL 21-30 2025





2025 National, Local Election and BARMM Parliamentary Elections
Random Manual Audit RMA-Ts, Supervisors, and Verifiers Training
21-30 April 2025
Citadines Bay City Manila

DAY 1 (21/24/28 April 2025)

10:00 am-11:00 am **Registration**

11:00 am **National Anthem**
Invocation
Welcome Remarks

Overview on the Conduct of Random Manual Audit
ATTY. AL-KADAM A. SAKANDAL
Member, RMA-TWG

12:00 nn-1:00 pm **Lunch**

1:00 pm- 6:00 pm **Legal Basis of Random Manual Audit**
ATTY. REA KRISTINA C. ROMERO
Member, RMA-TWG

Procedure for Conducting a Random Manual Audit
MS. TERESITA C. VILLENA
Asst. Head for Operations, RMA-TWG

**Guide to the Random Manual Audit Forms, Check-list,
Ballot Boxes Opening Procedure, and Appreciation of
Shades**
MS. TERESITA C. VILLENA
Asst. Head for Operations, RMA-TWG

***RMA-SUPERVISOR AND VERIFIER BRIEFING**



**BETTER
AUTOMATION
GOVERNANCE
OPPORTUNITIES**



2025 National, Local Election and BARMM Parliamentary Elections
Random Manual Audit RMATs, Supervisors, and Verifiers Training
21-23 April 2025
Citadines Bay City Manila

DAY 2 (22/25/29 April 2025)

7:00 am-8:00 am	Registration
8:00 am	Recap of 1st Day discussion MR. YASSER L. MANGADANG Asst. Head for Resource Allocation, RMA-TWG MR. HAMZA S. UBOD Member, RMA-TWG
	Random Manual Audit – Workshop Proper
12:00 nn-1:00 pm	Lunch
1:00 pm- 6:00 pm	Cont. Random Manual Audit – Workshop Proper Submission of Random Manual Audit Reports

DAY 3 (23/26/30 April 2025)

7:00 am-8:00 am	Registration
8:00 am	Post-Assessment and RMAT Certifier Exam MR. YASSER L. MANGADANG Asst. Head for Resource Allocation, RMA-TWG
12:00 nn-1:00 pm	Lunch
1:00 pm- 2:00 pm	Awarding of Certificates Closing Remarks DIR. MONALISA C. MAMUKID Head, RMA-TWG



BETTER
AUTOMATION
GOVERNANCE
OPPORTUNITIES

Republic of the Philippines
COMMISSION ON ELECTIONS
RANDOM MANUAL AUDIT COMMITTEE

LIST OF RMA Ts Batch-2
MAY 12, 2025 NATIONAL AND LOCAL ELECTIONS
24-26 April 2025

NO.	NAME	DIVISION	SCHOOL	POSITION / Designation (Public School Teacher/ Private School Teacher/ Govt Employee / Private Citizen)	CONTACT NUMBER	SEX	EMAIL ADDRESS
1	Sunga Dolores L.	SDO Manila	E. Jacinto Elementary School				
2	Tan, Racel T.	SDO Manila	E. Jacinto Elementary School				
3	Valles, Jonathan T.	SDO Manila	Isaac T. Lopez Integrated School				
4	Verano, Karen	SDO Manila	C.P Garcia High School				
5	Zabat, Pearl	SDO Manila	A.J. Villegal High School				
6	Adtoon, Niño	SDO Marikina	Fortune High School	Teacher I			
7	Aducal, Clarissa M.	SDO Marikina	Concepcion Integrated School Secondary Level	Teacher II			
8	Agsaullo, Agnes A.	SDO Marikina	Jesus Dela Peña National High School	Teacher I			
9	Alano, Mia D.	SDO Marikina	Nangka High School	Teacher II			
10	Alberto, John Paul	SDO Marikina	Sta. Elena High School	Teacher I			
11	Alvarez, Reginaldo G.	SDO Marikina	Fortune High School	Teacher II			
12	Antonio, Maria Cristina B.	SDO Marikina	Sta. Elena High School	Teacher III			
13	Arnesto, Mina D.	SDO Marikina	Sta. Elena High School	Teacher III			
14	Aurelio, Bryan D.	SDO Marikina	Jesus Dela Peña National High School	Teacher III			
15	Avelino, Racquel E.	SDO Marikina	Sta. Elena High School	Teacher I			
16	Balugo, Rodin S.	SDO Marikina	Nangka High School	Head Teacher I			
17	Belgar, Ma. Veronica B.	SDO Marikina	Concepcion Integrated School Elementary Level	Teacher III			
18	Bocboc, Melchor P.	SDO Marikina	Sta. Elena High School	Teacher I			
19	Campos, Maeian Jane	SDO Marikina	Sta. Elena High School	Teacher I			
20	Carbena, Kent D.	SDO Marikina	Concepcion Integrated School Secondary Level	Administrative Officer II			
21	Castro, Mary Ann	SDO Marikina	Barangka National High School	Teacher III			

NO.	NAME	DIVISION	SCHOOL	POSITION / Designation (Public School Teacher/ Private School Teacher/ Govt Employee / Private Citizen)	CONTACT NUMBER	SEX	EMAIL ADDRESS
72	Vita, Jasmin E.	SDO Marikina	Concepcion Integrated School Elementary Level	Teacher III			
73	Alberto, Melanie D.	SDO Muntinlupa Ci	Sucat Elementary School Annex Zone 3	Teacher III			
74	Balaguer, Rosanna D.	SDO Muntinlupa Ci	Poblacion Elementary School	Teacher II			
75	Ballonado, Emalyn M.	SDO Muntinlupa Ci	Pedro E. Diaz High School	Master Teacher I			
76	Bautista, Marissa C.	SDO Muntinlupa Ci	Filinvest Alabang Elementary School	Teacher II			
77	Buñi, Ma.Lineth L.	SDO Muntinlupa Ci	Muntinlupa Elementary School	Teacher I			
78	Cabrejas, Malbar H.	SDO Muntinlupa Ci	Lakeview Intergrated School	Teacher III			
79	Cajaljal, Jinniela R.	SDO Muntinlupa Ci	Poblacion National High School	Teacher I			
80	Catoto, Richwhell R.	SDO Muntinlupa Ci	Muntinlupa National High School	Teacher II			
81	Dalungan, Ma.Riza R.	SDO Muntinlupa Ci	Bagong Silang Elementary School	Administrative Officer II			
82	Danzalan, Aldren	SDO Muntinlupa Ci	Tunasan National High School	Teacher I			
83	Dela Rosa, Rose Grace N.	SDO Muntinlupa Ci	Bayanan Elementary School Main	Teacher III			
84	Endozo, Jorge T.	SDO Muntinlupa Ci	Sucat Senior High School	Teacher I			
85	Gaddi, Ferdinand V.	SDO Muntinlupa Ci	Bayanan Elementary School Unit 1	Master Teacher I			
86	Galgo, Erlyn D.	SDO Muntinlupa Ci	Filinvest Alabang Elementary School	Teacher I			
87	Galvez, Menchie P.	SDO Muntinlupa Ci	Muntinbusiness High School Main	Teacher I			
88	Jara Zoe, Nadia L.	SDO Muntinlupa Ci	Muntinbusiness High School Main	Teacher II			
89	La Rosa, Princess C.	SDO Muntinlupa Ci	MNHS	Teacher III			
90	Latchica, Lourdes A.	SDO Muntinlupa Ci	Cupang Elementary School Annex	Nurse			
91	Lebuna, Jennelle D.	SDO Muntinlupa Ci	Tunasan National High School	Teacher I			
92	Lim, Leonardo B.	SDO Muntinlupa Ci	Cupang Elementary School Main	Teacher II			
93	Marmento, Calrk Jhune H.	SDO Muntinlupa Ci	Muntinlupa Science High School	Special Science Teacher I			
94	Muldong, Teresita C.	SDO Muntinlupa Ci	Pedro E. Diaz High School	Master Teacher I			
95	Noro, Richell Aguire	SDO Muntinlupa Ci	Alabang Elementary School	Sped Teacher I			
96	Padua, Micheal N.	SDO Muntinlupa Ci	Muntinlupa National High School	Teacher II			

NO.	NAME	DIVISION	SCHOOL	POSITION / Designation (Public School Teacher/ Private School Teacher/ Govt Employee / Private Citizen)	CONTACT NUMBER	SEX	EMAIL ADDRESS
97	Pancipane, Eugenia Francia P.	SDO Muntinlupa Ci	Sucat Elementary School Main	Teacher I			
98	Quitayen, Gerlie L.	SDO Muntinlupa Ci	Putatan Elementary School	Teacher III			
99	Recto, Sony P.	SDO Muntinlupa Ci	Sucat Elementary School Annez Zone 4	Master Teacher I			
100	Rosales, Honey Mea A.	SDO Muntinlupa Ci	Filinvest Alabang Elementary School	Teacher I			
101	Sanchez, Jessah Mea E.	SDO Muntinlupa Ci	TNHS	Teacher I			
102	Sapaden, Berneth J.	SDO Muntinlupa Ci	Poblacion National High School	Teacher III			
103	Tablate, Blessie L.	SDO Muntinlupa Ci	Cupang Senior High School	Teacher III			
104	Vicentino, Syrel Hyacinth M.	SDO Muntinlupa Ci	Tunasan Elementary School	Teacher I			
105	Agustin, Hilda R.	SDO Navotas	Tangos NHS	Teacher III			
106	Alo, Joan T.	SDO Navotas	Bangkalasi SHS/ ANHS	Teacher III			
107	Antonio, Daisy	SDO Navotas	Tangos NHS	Master Teacher I			
108	Arambulo, Karl Emiel D.	SDO Navotas	Navotas National Science HS	Teacher II			
109	Arias, Teresa C.	SDO Navotas	Tangos NHS	Head Teacher			
110	Asyao, Vanessa V.	SDO Navotas	Navotas National Science HS	Teacher I			
111	Cerbo, Leandro B.	SDO Navotas	Tangos NHS	Teacher III			
112	De Olazo, Lemuel S.	SDO Navotas	Navotas National Science HS	Teacher I			
113	Dela Cruz, Cristelita Lacson	SDO Navotas	Head Teacher	Kaunlaran High School			
114	Erni, Ernesto Jr. S.	SDO Navotas	Bangkalasi SHS/ ANHS	Teacher II			
115	Evangelista, Leonard	SDO Navotas	San Roque National High School	Head Teacher III			
116	Feleces, Harlene S.	SDO Navotas	Filemon T. Lizan SHS	Teacher I			
117	Francisco, Aileen Loveria	SDO Navotas	San Roque National High School	Head Teacher III			
118	Golandrina, Cristian Carl	SDO Navotas	Navotas National Science HS	Teacher I			
119	Idian, Glenda C.	SDO Navotas	San Roque National High School	Head teacher III			
120	Jocson, Rose Eden C.	SDO Navotas	San Rafael TVHS	Head Teacher			
121	Jopio, Irwin S.	SDO Navotas	San Rafael TVHS	Principal			