



28 April 2025

**DR. VIOLETA M. GONZALES**

School Superintendent  
School Division Office of Muntinlupa City  
Centennial Avenue, Laguerta St. Brgy. Putatan,  
Muntinlupa City

**ATTENTION : MR. JOHN ALBERT COLLE**  
Education Program Supervisor

Dear **Dr. Gonzales**:

This refers to the DSWD - Central Office's implementation of the Tara, Basa! Tutoring Program in the National Capital Region (NCR) for CY 2025.

Relative to this, the DSWD through its National Program Management Office, will conduct a community assembly for parents of the learners. The activity aims to provide thorough orientation about the program's processes and policies, including their roles and responsibilities as Tara, Basa beneficiaries.

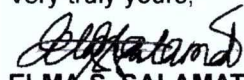
In this regard, may we respectfully seek your support for the aforesaid activity on the use of facility and other logistics your office may be able to provide. Below are the details of activity for reference:

Venue	No. of Confirmed Participants	Date	Time
Muntinlupa Elementary School (ES)	245 pax	6 May 2025 (Tuesday)	8 a.m - 12 p.m
	244 pax		1 p.m - 5 p.m
Alabang ES	152 pax		8 a.m - 12 p.m
	147 pax		1 p.m - 5 p.m

For any inquiries, your staff may contact Hannah Amber G. Cansino, Social Officer III of Tara, Basa! Tutoring Program through email address at [hagcansino@dswd.gov.ph](mailto:hagcansino@dswd.gov.ph) or [tftp@dswd.gov.ph](mailto:tftp@dswd.gov.ph).

Thank you for the usual support.

Very truly yours,



**ELMA S. SALAMAT**  
Director III  
Deputy Program Manager  
Tara, Basa! Tutoring Program - NPMO

(Enclosure No. 1: Schedule of Community Assembly for Parents)

### **2025 Tara, Basa! Tutoring Program (TBTP) Community Assembly for Parents**

May 6, 2025 (Tuesday), 8:00AM-5:00PM

<b>Date</b>	<b>Venue</b>	<b>Session</b>	<b>School (No. of Pax)</b>	<b>No. of Pax per District</b>
May 6, 2025 (Tuesday)	District 1 Muntinlupa ES Covered Court	<b>AM Session</b> 8:00AM-12:00NN	Itaas ES (42) Muntinlupa ES (98) Putatan ES (45) Soldiers Hills ES (15) Tunasan ES (45) <b>Total: 245 pax</b>	<b>489 parents</b>
		<b>PM Session</b> 1:00PM-5:00PM	Bayanan ES-Main (59) F de Mesa ES (27) LIS-Elem (23) Poblacion ES (109) Victoria Homes ES (26) <b>Total: 244 pax</b>	
May 6, 2025 (Tuesday)	District 2 Alabang ES Covered Court	<b>AM Session</b> 8:00AM-12:00NN	Alabang ES (92) Buli ES (13) Cupang ES-Main (47) <b>Total: 152 pax</b>	<b>299 parents</b>
		<b>PM Session</b> 1:00PM-5:00PM	Bayanan ES Unit 1 (60) Bagong Silang ES (17) Cupang ES-Annex (11) Filinvest Alabang ES (10) Sucat ES-Main (32) SESSPA Zone 3 (8) SESSPA Zone 4 (9) <b>Total: 147 pax</b>	
				<b>788 parents</b>