



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAY 09 2025

MEMORANDUM

BATCH SCHEDULE FOR 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. Attached is a letter from the Commission on Elections by Atty. Monalisa C. Mamukid, RED/Director IV, Head, Random Manual Audit Technical Working Group, dated May 7, 2025, regarding the batch schedule of the Random Manual Audit Team Members, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Attached to this Memorandum are the list of participants, and batch 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 and wide of 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 Batch Schedule
197 May 9, 2025

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NO.	NAME	SDO
181	BALAGUER, ROSANNA D.	SDO MUNTINLUPA
182	ALBERTO, MELANIE D.	SDO MUNTINLUPA
183	ANDANZA, MARISSA M.	SDO MUNTINLUPA
184	BALLONADO, EMALYN M.	SDO MUNTINLUPA
185	BUFI, MA.LINETH L.	SDO MUNTINLUPA
186	CABREJAS, MALBAR H.	SDO MUNTINLUPA
187	CAJALJAL, JINNIELA R.	SDO MUNTINLUPA
188	CATOTO, RICHWHELL R.	SDO MUNTINLUPA
189	CHAVEZ, HARRY VENZ D.	SDO MUNTINLUPA
190	DALUNGAN, MA.RIZA R.	SDO MUNTINLUPA
191	DANZALAN, ALDREN	SDO MUNTINLUPA
192	ENDOZO, JORGE T.	SDO MUNTINLUPA
193	GALGO, ERLYN D.	SDO MUNTINLUPA
194	GALVEZ, MENCHIE P.	SDO MUNTINLUPA
195	GUANZON, HAZEL N.	SDO MUNTINLUPA
196	JARA, ZOE NADIA L.	SDO MUNTINLUPA
197	LA ROSA, PRINCESS C.	SDO MUNTINLUPA
198	LATCHICA, LOURDES A.	SDO MUNTINLUPA
199	LEBUNA, JENNELLE D.	SDO MUNTINLUPA
200	LIM, LEONARDO B.	SDO MUNTINLUPA
201	MARMETO, CALRK JHUNE H.	SDO MUNTINLUPA
202	MULDONG, TERESITA C.	SDO MUNTINLUPA
203	PADUA, MICHEAL N.	SDO MUNTINLUPA
204	PANCIPANE, EUGENIA FRANCIA P.	SDO MUNTINLUPA
205	QUITAYEN, GERLIE L.	SDO MUNTINLUPA
206	RECTO, SONY P.	SDO MUNTINLUPA
207	ROSALES, HONEY MEA A.	SDO MUNTINLUPA
208	SAPADEN, BERNETH J.	SDO MUNTINLUPA
209	TABLATE, BLESSIE L.	SDO MUNTINLUPA
210	VICENTINO, SYREL HYACINTH M.	SDO MUNTINLUPA



Republic of the Philippines
COMMISSION ON ELECTIONS
Intramuros, Manila
RANDOM MANUAL AUDIT COMMITTEE



07 May 2025

Asec. JOCELYN DR. ANDAYA

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

Dear Asec. ANDAYA:

In connection with the conduct of the Random Manual Audit (RMA), the undersigned respectfully submits the attached **final list of teachers** who will serve as members of the **Random Manual Audit Teams (RMATs)**.

Below are the batch schedules, as well as the Microsoft form link where the participants may indicate their preferred attendance dates. The audit sessions will be held within Metro Manila. We kindly request your assistance in disseminating this information to all concerned Schools Division Offices (SDOs).

BATCHING SCHEDULE FOR RMATS			
BATCH	DATE COVERAGE		NO. OF DAYS
BATCH 1	MAY	14,15,16,17,18,19	6
BATCH 2	MAY	20,21,22,23,24,25	6
BATCH 3	MAY	26,27,28,29,30,31	6
BATCH 4	JUNE	1,2,3,4,5,6	6
BATCH 5	JUNE	7,8,9,10,11,12	6
BATCH 6	JUNE	13,14,15,16,17,18	6
BATCH 7	JUNE	19,20,21	3
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Link:

<https://forms.office.com/r/r2pbZytqc4>

QR Code:



Please take note of the following important reminders for the RMAT members:

- 1) **No accommodation will be provided;** however, we encourage the teachers to coordinate and share nearby **accommodations** or rooms in the hotel where the RMA Center is located for more economical options at their own expense.
- 2) The audit will be conducted **daily from 7:00 a.m. to 6:00 p.m.**
- 3) **Meals will be provided,** including breakfast, morning and afternoon snacks, lunch, and dinner.

- 4) RMA members are strongly expected to follow and complete the batching schedule given to them to ensure the smooth flow of the audit proceedings.

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** via email at 2025nle.rma@comelec.gov.ph or abigailclaire.llacuna@comelec.gov.ph.

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