



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

MAY 22 2025

Office of the Schools Division  
Superintendent  
MEMORANDUM

**SECOND BATCH OF COMMUNITY ASSEMBLY & SCHEDULE OF LEARNING  
SESSIONS OF TARA, BASA! TUTORING PROGRAM**

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

1. Attached is the letter from Elma S. Salamat, Director III, Deputy Program Manager of Tara, Basa! Tutoring Program, National Program Management Office, dated May 20, 2025, on the above-captioned activity, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Particular attention is invited to Paragraph Nos. 2-4, for details.
3. Please see the following enclosures:  
Enclosure No. 1: List of TBTP Focal Persons & Shadow Teachers  
Enclosure No. 2: TBTP Daily Monitoring Report  
Enclosure No. 3: TBTP Individual Accomplishment Report  
Enclosure No. 4: Summary of Hours for the Request of VSC
4. School Focal Persons, Shadow Teachers, and Non-Teaching Personnel shall be entitled to Vacation Service Credits in accordance to DepEd Order No. 13, s. 2024, *Revised Guidelines on the Grant of Vacation Service Credits for Teachers* and Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.
5. Immediate, wide dissemination of, and strict compliance with this Memorandum is desired.

For:

**VIOLETA M. GONZALES**

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

By: *Valedeglar C. Maligaya* 5/22  
**VALEDEGLER C. MALIGAYA**

Public Schools District Supervisor  
Officer-In-Charge

Encl.: As stated

References: As stated

To be indicated in the Perpetual Index:

Under the following subjects:

LITERACY

PARTNERSHIPS

JABC/ Second Batch of Community Assembly & Schedule of Learning Sessions of Tara, Basa! Tutoring Program

223 / May 22, 2025



20 May 2025

**DR. VIOLETA M. GONZALES**

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

**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 (NPMO), will conduct the second batch of community assembly for parents of the learners who were not able to attend the first schedule of Community Assembly last 6 May 2025 in Muntinlupa and Alabang Elementary Schools. The activity aims to provide thorough orientation about the program's processes and policies, including the roles and responsibilities of Tara, Basa beneficiaries.

In this regard, may we respectfully seek your support in providing a venue and use of other logistics your office may be able to provide on 23 May 2025, Friday, from 9 a.m. to 12 p.m.

Relative thereto, may we confirm with you the schedule of learning sessions of the Tara, Basa! Tutoring Program to wit:

Month/s	Days
May	24 (Saturday) 26-31 (Monday-Saturday)
June	2-7 (Monday-Saturday) 9-14 (Monday-Saturday) 21 and 28 (Saturday)

For any inquiries, your staff may contact **Ms. Hannah Amber G. Cansino**, Social Welfare Officer III of Tara, Basa! Tutoring Program-NPMO through mobile number 0998 345 0601 or email address [hagcansino@dswd.gov.ph](mailto:hagcansino@dswd.gov.ph) copy furnishing [tftp@dswd.gov.ph](mailto:tftp@dswd.gov.ph) in all communications.

Thank you.

Very truly yours,



**ELMA S. SALAMAT**

Director III  
Deputy Program Manager  
Tara, Basa! Tutoring Program - NPMO

(Enclosure No. 1: List of TBTP School Focal Persons & Shadow Teachers)

**2025 Tara, Basa! Tutoring Program (TBTP) School Focal Persons & Shadow Teachers**

*School Year 2024-2025*

*May 24, 26, 27, 28, 29, 30, 31, June 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, 14, 21, 28, 2025 (20 days)*

<b>School</b>	<b>Name of Focal Person</b>	<b>Name of Shadow Teachers</b>	<b>School Head</b>
1. Bayanan ES-Main	Narcisa R. Inocencio Master Teacher I	Sheila S. Abrantes, TIII Patricia Anne D. Limbauan, TIII Fanny P. Marbella, TI Ivy Christine C. Duhaylungsod, TI	Dr. Buena C. Dela Cruz
2. F de Mesa ES	Sheila Marie Acebes Master Teacher I	Daisy D. Rio, TIII Ruth V. Constantino, TIII	Mrs. Maria Hazel B. Hernandez
3. Itaas ES	Jonalyn M. Dungca Master Teacher I	Ma. Aileen DV. Malate, TII Ma. Cristina J. Torres, TII Jonalyn M. Dungca, MTI	Mrs. Rhodora V. Mandap
4. Lakeview Integrated School	Elda M. Goña Master Teacher I	Jermalyn E. Cabugos, TI Shirley M. Lagera, TI Jessa Marie A. Veloria, TI	Dr. Louie M. Valdez
5. Muntinlupa ES	Ma. Lineth L. Bufi Teacher I	Catherine D. Rufo, MTI Razel G. Estareja, MTII Ma. Rowena P. Candelaria, TII Juvylynne G. Razo, TI Crizcel V. Manio, TIII Maritis L. Senarillos, TI	Dr. Shella C. Navarro
6. Putatan ES	Mary Jean M. Pangan Master Teacher I	Ilyn Malones Boquiren, TI Maria Fe Cabrera Romero, TI	Mr. Hilario G. Canasa

7. Poblacion ES	Marlene D. Carcedo Master Teacher I	Cunegunda B. Mejica, MTII Catherine R. Hermo, TIII Ma. Theresa C. Apil, TIII Amberlyn P. Maribojoc, TI Jessica M. Tangog, TII Pearl Joanne M. Ramos, TI Leandra H. Abaricia, TIII Liza Jane D. Niefes, TIII Sheila V. Llesis, TIII	Dr. Raul T. Felix
8. Soldiers Hills' ES	Mia Myka E. Villanueva Teacher I	Maria April V. Segubience, TIII	Dr. Antonio C. Gagala
9. Tunasan ES	Maria Liza T. Anito Teacher III	Josephine J. Alarcon, MTII Myrean DM. Antonio, TIII Ma. Jonalyn C. Acbang, TI	Mrs. Olivia G. Elloso
10. Victoria Homes ES	Allan O. Batario Master Teacher II	Clarita R. Batario, TIII Josephin B. Campañano, TII	Mr. Reynaldo O. Comisario
11. Alabang ES	Sahlee Y. Donceras Master Teacher I	Airene V. Raymumdo, MT I Amalia P. Magalong, TIII Ma. Aurea E. Balagtas, TII Jean Ann D. Malgario, TII Nor-Ain M. Angod, TI Jessa P. Ganace, TI	Dr. Ma. Aurora S. Bartolaba
12. Bayanan ES-Unit 1	Mylene C. Tuvilla Master Teacher II	Criselda M. Paciente, MTI Bernadeth E. Ramirez, TIII Ma. Teresa R. Vargas, TIII Karen Grace T. Marasigan, TII Zarina C. Ecaro, TI	Dr. Jane May C. Valbuena

13. Bagong Silang ES	Estelita A. Sagun Master Teacher I	Nenita R. Dariagan, TIII	Mr. Felipe W. Marapao, Jr.
14. Buli ES	Angelita V. Quinto Master Teacher I	Cherry C. Pagkalinawan Teacher I	Mrs. Marie Ann R. Esmeria
15. Cupang ES-Annex	Meliza Aimee G. Valdez Teacher I	Catherine M. Sacapaño Teacher I	Ms. Jocelyn A. Morales
16. Cupang ES-Main	Nora T. Cruz Master Teacher I	Lecel P. Sarmiento, TIII Ruthelyn F. Domingo, TIII Ruth C. Gache, TIII Jonalyn S. Gaa, TI Roylyn T. Reyes, TI	Mr. Edizer S. Laqueo
17. Filinvest Alabang ES	Rachel F. Mendoza Teacher I	Rachel F. Mendoza, TI	Mrs. Alma O. Bituin
18. Sucat ES-Main	Lynie A. Bejo Teacher I	Quenie G. Valerio, TII Regina Grace L. Dela Peña, TII	Dr. Jennifer S. Josen
19. SESSPA Zone 3	Jaime G. Bautista Master Teacher I	Ailyn T. Ocay Teacher I	Mrs. Haydee F. Gucor
20. SESSPA Zone 4	Lorena E. Estigoy Teacher II	Trisha M. Sariola Teacher I	Mrs. Haydee F. Gucor



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**2025 TARA, BASA! TUTORING PROGRAM DAILY MONITORING REPORT**

Date: \_\_\_\_\_

Name of Elementary School: \_\_\_\_\_

Name of School Principal: **DR./MR./MRS.** \_\_\_\_\_

Name of PSDS In-Charge: **DR./MR./MRS.** \_\_\_\_\_

1. Number of Classes/ Sections Organized: \_\_\_\_\_

2. Learners' Participation: (Number of Learners Attended)

Grade Level	Section	Target No. of Learners	Actual No. of Learners Attended	No. of Absent
Grade 1	A			
	B			
	C			
<b>TOTAL:</b>				

3. Parents' Participation: (Number of Parents Attended)

Grade Level	Section	Target No. of Parents	Actual No. of Parents Attended	No. of Absent
Grade 1	A			
	B			
	C			
<b>TOTAL:</b>				

4. Tutors Participation:

	Target No. of Tutors	Actual No. of Tutors Attended	No. of Absent
<b>TOTAL:</b>			



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5. Youth Development Workers (YDWs) Participation:

	<b>Target No. of YDWs</b>	<b>Actual No. of YDWs Attended</b>	<b>No. of Absent</b>
TOTAL:			

6. Shadow Teachers Participation:

Grade 1 Teachers	<b>Target No. of Shadow Teachers</b>	<b>Actual No. of Shadow Teachers Attended</b>	<b>No. of Absent</b>
TOTAL:			

7. Summary of Participation:

<b>Participants</b>	<b>Target Number</b>	<b>Actual Number</b>	<b>Percentage (%)</b>
Learners			
Parents			
Tutors			
YDWs			
Shadow Teachers			
<b>TOTAL:</b>			

8. Issues, challenges and other concerns

<b>Issues/ Challenges/ Other Concerns</b>	<b>Action Taken</b>	<b>Recommendations</b>
•	•	•
•	•	•
•	•	•



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9. Documentation (Photos in Action with Caption)

(Photo with Caption)

Prepared by:

\_\_\_\_\_  
School Focal Person, TBTP

Checked and reviewed by:

\_\_\_\_\_  
School Principal

Monitored by:

\_\_\_\_\_  
PSDS In-Charge

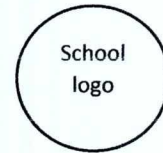
Noted by:

**JOHN ALBERT B. COLLE**  
Tara, Basal Division Focal Person

*\*Attach Attendance Sheets of Learners, Parents, Tutors, YDWs, Shadow Teachers*



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 Schools Division Office of Muntinlupa City



**NAME OF SCHOOL**

(Address)

School Year 2024-2025

**2025 TARA, BASA! TUTORING PROGRAM (TBTP)**

**INDIVIDUAL ACCOMPLISHMENT REPORT**

Coverage: May 24, 26, 27, 28, 29, 30, 31, 2025  
 June 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, 14, 21, 28, 2025  
**(20 days)**

<b>Day</b>	<b>Dates</b>	<b>Hours Rendered</b>	<b>Accomplishments/ Output</b>
1	May 24, 2025 Saturday	Actual Time: <b>(Time) AM-</b> <b>(Time) PM</b>  Actual No. of Hours & Minutes:  <b>5hrs. 30mins</b>	<ul style="list-style-type: none"> <li>• Checking of Attendance of Learners, Parents, Tutors, YDWs</li> <li>• Coaching and Mentoring sessions with the Tutors &amp; YDWs</li> <li>• Accomplishment of Daily Monitoring Report with Narrative/ Documentation</li> <li>• Perform other related tasks</li> </ul>
2	May 26, 2025 Monday		
3	May 27, 2025 Tuesday		
4	May 28, 2025 Wednesday		
5	May 29, 2025 Thursday		
6	May 30, 2025 Friday		
7	May 31, 2025 Saturday		
8	June 2, 2025 Monday		
9	June 3, 2025 Tuesday		

10	June 4, 2025 Wednesday		
11	June 5, 2025 Thursday		
12	June 6, 2025 Friday		
13	June 7, 2025 Saturday		
14	June 9, 2025 Monday		
15	June 10, 2025 Tuesday		
16	June 11, 2025 Wednesday		
17	June 13, 2025 Friday		
18	June 14, 2025 Saturday		
19	June 21, 2025 Saturday		
20	June 28, 2025 Saturday		
<b>Total No. of Hours:</b>			

*\*Attach MoVs for verification purposes.*

Prepared by:

\_\_\_\_\_  
 School Focal Person/ Shadow Teacher  
 Tara, Basa! Tutoring Program (TBTP)

Certified true and correct:

\_\_\_\_\_  
 School Principal

Enclosure No. 4: Request for Vacation Service Credits

Republic of the Philippines  
Department of Education  
National Capital Region  
Schools Division Office of Muntinlupa City  
**NAME OF SCHOOL**  
Address  
School Year 2024-2025

**Request for Vacation Service Credits for Teachers**

Title of the Activity: **2025 Tara, Basa! Tutoring Program (TBTP)**  
Inclusive Dates: May 24, 26, 27, 28, 29, 30, 31, 2025  
June 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, 14, 21, 28, 2025  
**(20 days)**

Name	Position	School/ Office	No. of Hours of Service Rendered	No. of VSC (to be filled out by the Division HRMO)
Ex. JUAN A. DELA CRUZ	TIII	MES	80	15
1.				
2.				
3.				
4.				
5.				

Note: Attach Individual Accomplishment Report & Daily Time Record (DTR)

Prepared by:

**(NAME OF SCHOOL FOCAL PERSON)**

Tara, Basa! Focal Person

Certified true and correct:

**(NAME OF SCHOOL HEAD)**

Principal

Noted by:

**JOHN ALBERT B. COLLE**  
TBTP Division Focal Person