



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

Office of the Schools Division
Superintendent

JUN 13 2025

MEMORANDUM
No. 274, s. 2025

DIVISION MONITORS FOR THE OPENING OF CLASSES S.Y. 2025-2026

To: OIC – Office of the Assistant Schools Division Superintendent
Chief Education Supervisor, CID
OIC - Chief Education Supervisor, SGOD
Elementary and Secondary Public School Heads/OICs
All Others Concerned

- With reference to DepEd Order No. 012, s. 2025, titled “ Multi-Year Implementing Guidelines to the School Calendar and Activities for School Year 2025- 2026” the schools shall formally open on June 16, 2025.
- The Division Monitors are assigned to specific schools as follows:

Schools	Assigned Monitors
Alabang ES	Dr. Evangeline M. Aman
ALS Center	Dr. Ada Trinida A. Tagle
Bagong Silang ES	Dr. Marissa M. Andanza
Bayanan ES Main	Dr. Yaledegler C. Maligaya
Bayanan ES Unit 1	Dr. Ma. Theresa C. Dela Rosa
Buli ES	Dr. Armida S. Oblinada
Cupang ES Annex	Dr. Leonaida Gutierrez
Cupang ES Main	Dr. John Albert B. Colle
Cupang SHS	Dr. Jay Boy E. Evano
F. De Mesa ES	Dr. Gina U. Urquia
Filinvest Alabang ES	Dr. Eric F. Fungo
Itaas ES	Ms. Phoebe R. Arroyo
Lakeview Integrated School	Dr. Ma. Myra E. Namit

NUM-2025-274

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Muntinlupa Business HS	Dr. Liliosa B. Palce
Muntinlupa Business HS-SA	Dr. Ma. Carmen D. Solayao
Muntinlupa ES	Ms. Teresa S. Indap
Muntinlupa National HS	Dr. Christian Paul A. Dela Vega
Muntinlupa Science HS	Ms. Mariel Eugene L. Luna
Pedro E. Diaz HS	Ms. Chelo DG. Rongavilla
Poblacion ES	Mr. King Solidini J. Torres
Poblacion National HS	Ms. Cecilia Teresa C. Claudel
Putatan Es	Ms. Ivy M. Romano
Soldiers Hills ES	Mr. Edison C. Enerlas
Sucat ES	Mr. Andres F. Sicam Jr.
Sucat ES Zone 3	Dr. Zoren Pepito L. Gubalane
Sucat ES Zone 4	Dr. Zoren Pepito L. Gubalane
Sucat SHS	Mt. Lambert G. Quesada
Tunasan ES	Dr. Maricel R. Subida
Tunasan National High School	Mr. Joseph D. Nilo
Victoria Homes ES	Ms. Maripaz M. Lavin

3. Monitors shall use the attached Monitoring Tool and submit the filled out copy to the School Management Monitoring and Evaluation Section for consolidation and preparation of report.

4. For information and strict compliance by all concerned.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects:

SELF ASSESSMENT

MONITORING

EVALUATION

274 FCM/Memo – **DIVISION MONITORS FOR THE OPENING OF CLASSES S.Y. 2025-2026**
June , 2025

NUM-2025-274



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Department of Education
SCHOOLS DIVISION OFFICE
City of Muntinlupa
SCHOOL OPENING READINESS CHECKLIST
SY: _____
(QF-ME-003, rev: 3 s, 2025)

Name of School: _____ Date: _____

Directions:

- Below is an enhanced School Opening Readiness Checklist to be used prior or during the opening of classes.
- In every area of concern, score them **O** if observed; **NI** if needs improvement; **NO** if not observed. Please indicate your suggestions/recommendations/actions to be taken in the space provided.

Areas of Concerns (Problems/Issues/Concerns)	O	NI	NO	Action/s Taken (Preventive/Corrective Actions)
A. Cleanliness and Safety				
1. WASH facilities are functional and well-maintained with sufficient provision of needed supplies				
2. CRs are functional and clean with enough supply of water, cleaning materials, and soap				
3. There is a provision of alcohol or hand-sanitizer in all strategic areas				
4. Hallways are clean with clear markers to avoid learners colliding with each other				
5. Classroom floors, walls, ceilings, and windows are clean and well-maintained and free of hazardous and sharp edges				
6. Emergency exits are not blocked and locked				
7. Fire extinguishers are placed in strategic places				
8. Restricted areas such as on-going construction sites, ground diggings, and high voltage areas are well fenced with readable warning signs				
B. Canteen				
1. Food served complies with DepEd requirements (DO 13, S. 2017)				
2. Food containers/bins are organized with labels and well sanitized				
3. Tables and chairs are practically enough to accommodate learners				
4. Feeding Room is practically functional and equipped with necessary materials & supplies				
5. FREE potable drinking water is available and accessible				
C. Enrollment Help Desk				
1. Help desk area is equipped with enough table, chairs and necessary supplies				
2. Help-desk area has designated personnel assigned				
3. The enrollment system has a functional process flow				
4. Report of daily enrollment count is prepared and submitted during the prescribed period				
5. The enrollment system is flexible depending on learners needs				
D. Brigada-Eskwela (BE)				
1. Implemented BE programs and activities based on the prescribed schedules				
2. Implemented the “Brigada Pagbasa” as part of the BE activities				
E. Oplan Balik-Eskwela (OBE) Through a school Memorandum:				
1. Organized a School OBE-Public Assistance Command Center (PACC)				
2. Assigned and properly communicated hotline number/s for School OBE-PACC				
3. Conducted orientation to parents, teachers, and learners before the opening of classes				
4. Engaged stakeholders in all activities in school related for effective implementation of the BELCP.				
5. Conducted community mapping to encourage learners to enroll				
6. Updated the inventory of learners with gadgets, internet connectivity, and others.				

[illegible]