



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

Office of the Schools Division
Superintendent

JUN 20 2025

DIVISION MEMORANDUM
No. 294, s. 2025

**GOKONGWEI BROTHERS FOUNDATION (GBF) CLASS BUILDER
ONBOARDING ACTIVITY FOR TEACHERS**

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

1. Attached is a letter from Ms. Angela Dianne Agustin, Senior Program Officer – Community of the Gokongwei Brothers Foundation (GBF), dated June 2, 2025, regarding the conduct of the **GBF Class Builder Onboarding Activity on June 25, 2025**, at the Muntinlupa Elementary School AVR. The activity is scheduled in two batches:

- **Batch 1:** 8:00 AM to 11:00 AM (for teachers with afternoon classes)
- **Batch 2:** 2:00 PM to 5:00 PM (for teachers with morning classes)

2. The onboarding is intended for **elementary teachers handling Grades 3, 4, 5, and 6 for SY 2025–2026** who were **unable to attend** the GBF Class Builder Onboarding **last school year**.

3. The activity will be conducted **off-session** to accommodate teachers' class schedules. Teachers are enjoined to attend during the appropriate batch based on their teaching schedules.

4. Participants are requested to bring their **laptop, extension wire, and pocket Wi-Fi** to ensure smooth participation in the session.

5. The onboarding shall be **facilitated by the GBF staff** and aims to familiarize all mathematics teachers of SDO Muntinlupa with the roles, responsibilities, and implementation processes under this partnership.

6. This activity is crucial to the effective execution of the agreement between GBF and the Division. Active engagement and full participation from all involved personnel are strongly expected to maximize the value of this collaborative effort.

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7. Expenses related to this activity shall be charged against local funds, subject to existing accounting and auditing rules
8. Special attention is invited to request number 2 for the registration link and request number 3 for the invited participants.
9. Immediate and wide dissemination of this Memorandum is desired.

For: **VIOLETA M. GONZALES**
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

By: **LILIA A. RICERO**
OIC- Assistant Schools Division Superintendent
Officer-in-Charge

Encl: As stated
Reference: As stated
To be indicated in the **Perpetual Index**

Under the following subjects:
MATHEMATICS EDUATION PROGRAM TEACHERS TEACHING AIDS

LGQ/GBF ONBOARDING
294 /June 20, 2025

NUM-2025-294



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June 02, 2025

DR. VIOLETA M. GONZALES, CESO VI

Officer-in-Charge
Office of the Schools Division Superintendent
Division of Muntinlupa City

thru

SIR LAMBERT G. QUESADA

Education Program Supervisor - Mathematics
Division of Muntinlupa City

Dear Dr. Gonzales,

Good day!

We, at **Gokongwei Brothers Foundation**, sincerely value our ongoing collaboration in strengthening STEM education across the country. Through the GBF Class Builder program, our partnership has played a key role in making a meaningful impact on educators and students alike. Your support has been instrumental in empowering educators and inspiring learners across the division.

As part of our continuing efforts to enhance the program and explore new opportunities for growth, we respectfully make the following requests:

**1. Orientation for New GBF Class Builder Teachers for Grades 3 to 6 Mathematics
June 25, 2025, 9:00 AM to 12:00 NN (Session 1) and 2:00 PM to 5:00 PM (Session 2)**

This new school year, we look forward to deepening our collaboration as we expand the program's reach to **Grades 3 to 6 Mathematics teachers** across your division. As part of this effort, we are seeking your permission to conduct face-to-face orientation session on **June 25, 2025, 9:00 AM to 12:00 NN (Session 1) and 2:00 PM to 5:00 PM (Session 2)** which will serve as an opportunity to introduce the GBF Class Builder platform to the teachers who are new to the program and to share the available lesson materials aligned with the DepEd curriculum.

To ensure the success of these face-to-face orientation program, we would also like to request your assistance in coordinating with your schools on two key items: confirming their availability for the proposed orientation dates and facilitating the submission of the updated list of Grade 3 to 6 Mathematics teachers with their school and grade level assignment. The requirements above will be used for the following reasons:

- to update the status of teacher accounts, whether for continuation or deactivation (if a teacher will not be teaching Grades 3-6 Mathematics this SY); and
- to know the number of **new teachers that we will onboard during the orientation session.**

Once the updated list of teachers and date have been accomplished and confirmed, we kindly ask that they be submitted through the submission bin link also provided below.

- Submission Bin for requirements and date confirmation: **bit.ly/GBFCB2025_Requirements**
- Guildelines on Requirements: **https://bit.ly/GBFCB2025_Guildelines**

2. Request to Remind Teachers about the Onboarding Schedule, Registration Link and Bring of Laptop

In line with the **upcoming onboarding of new GBF Class Builder Teachers**, we respectfully seek your support in sending the link to all grades 3-6 Math teachers and encourage them to complete it **on or before June 23**. The responses collected will serve as the official basis for enrolling them into the GBF Class Builder platform. Please also remind the teachers that bringing a laptop to the face-to-face orientation is required to fully participate in the onboarding activities. We hope you can help ensure this very important step. For easy access, here are the QR code and link to the form:



<https://form.jotform.com/cbcommunity/reg>

3. Request to Invite GBF Class Builder Champion Teachers in the Onboarding of New Teachers

GBF Class Builder Champion Teachers are the teachers who actively used the GBF Class Builder platform based on the data we were able to collect from our system. We kindly request that the individuals listed in the table below be informed and invited to join us in the **onboarding of new GBF Class Builder Teachers on June 25, 2025, 2:00 PM to 5:00 PM**. We sincerely appreciate their outstanding commitment and exemplary role in championing the use of the GBF Class Builder. Their active engagement not only demonstrates leadership but also positions them as valuable mentors to support newly onboarded teachers as they familiarize themselves with the platform.

To ensure effective participation, we recommend distributing the Champion Teachers based on their respective divisions and the assigned onboarding schedule. Their presence will be invaluable in supporting the new teachers as they begin using the platform.

Additionally, we plan to conduct testimonial interviews with these teachers to document their experiences, highlight best practices, gather valuable insights that will contribute to the continuous enhancement of the program, and show our appreciation of their engagement through a small token.

Name	SCHOOL
Daisyre Romera	Victoria Homes Elementary School
Imelda Cervantes	Buli Elementary School
Gemma Joaquin	Alabang Elementary School (Main)
Gina Fernandez	Sucat Elementary School
Rod Andrew Babera	Bayanan Elementary School Unit I
John Cruz	Cupang Elementary School
Hazel Macarubo	Lakeview Integrated School
Essanmae Balmeo	Buli Elementary School
Analyn Felix	Itaas Elementary School



GOKONGWEI
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**Class
Builder**

We look forward to your favorable response regarding the proposed meeting schedule and arrangements. More significantly, we hope this engagement will serve as a strategic opportunity to deepen our partnership—strengthening our alignment on shared goals, fostering sustained collaboration, and expanding the reach and effectiveness of our efforts to advance STEM education across the division.

Sincerely,

ANGELA DIANNE AGUSTIN

Senior Program Officer - Community

GBF Class Builder

Gokongwei Brothers Foundation