



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

X-DS

All-JUNE-2025-0569

Office of the Schools Division
Superintendent

06-288

JUN 18 2025

MEMORANDUM

RESTRICTED ACCESS TO THE CITY TREASURER'S OFFICE (WORKPLACE)

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

1. Attached is a Memorandum 2025-002 from Mr. Erwin P. Vibora, City Treasurer, dated June 11, 2025, on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES

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

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**
Under the following subjects:

MB/NAV/DM – RESTRICTED ACCESS TO THE CITY TREASURER'S OFFICE (WORKPLACE)
251 / June 17, 2025

UN-2025-251

251



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

A - 61701

0617 022



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Office of the City Treasurer



MEMORANDUM 2025-002

DATE: June 11, 2025
FROM: City Treasurer
SUBJECT: Restricted Access to the City Treasurer's Office (workplace)

In the interest of maintaining the confidentiality and security required by the nature of our work, please be informed that **only authorized personnel** are allowed to enter the **City Treasurer's Office (workplace)**.

Effective immediately, entry into the office premises is **strictly prohibited** for all unauthorized individuals. This measure is being implemented to ensure the integrity of financial transactions, safeguard sensitive documents, and prevent unnecessary disruptions.

Your full cooperation in upholding this policy is expected and appreciated.

For any concerns or official business that requires coordination with the Office of the City Treasurer, please course it through the proper channels.

Thank you for your understanding and compliance.


ERWIN P. VIBORA

Noted by:


Engr. ALLAN A. CACHUELA
City Administrator

Jenny Giron
6-13-25 4:40m



SDO Muntinlupa <sdo.muntinlupa@gmail.com>

Fwd: RESTRICTED ACCESS TO THE CITY TREASURER'S OFFICE (WORKPLACE)

1 message

CENTRAL RECORDS OFFICE <recordsmgtooffice@gmail.com>
Bcc: sdo.muntinlupa@gmail.com

Fri, Jun 13, 2025 at 4:17 PM

Dear Ma'am/Sir:

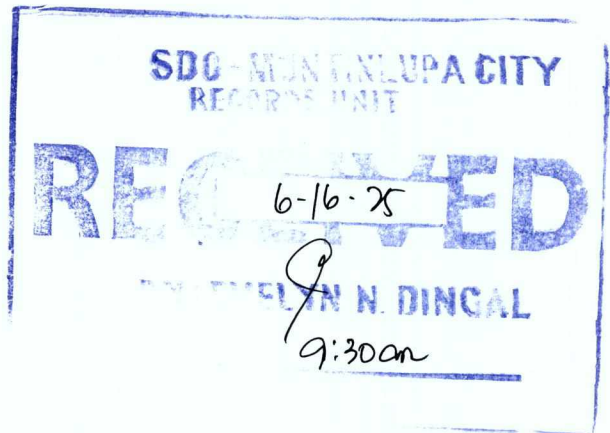
Greetings!

In line with the above subject matter, please see the memorandum attached herewith.

Thank you.

KINDLY ACKNOWLEDGE RECEIPT OF THIS EMAIL.

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ERICA SILPEDES

RECORDS OFFICER

CENTRAL RECORDS OFFICE

(02) 8800-6487

recordsmgtooffice@gmail.com | records@muntinlupacity.gov.ph

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MM-2025-172_RESTRICTED ACCESS TO THE CITY TREASURER'S OFFICE (WORKPLACE).pdf
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