



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JUN 19 2025

**MEMORANDUM**

**MUNTINLUPA SCHOLARSHIP DIVISION (MSD)  
COORDINATION MEETING WITH PUBLIC SCHOOLS SCHOLARSHIP COMMITTEE**


To: 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/OICs  
All Others Concerned

1. Attached is a letter from Mr. Arian Clarence L. Caballero, MBA, Head, Muntinlupa Scholarship Division, dated June 17, 2025, on the above-captioned title, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Special attention is invited to the third paragraph of the said letter, relative to the schedule and venue of the said meeting.
3. Moreover, the participation of public schools shall be subject to the no disruption of classes policy stipulated in DepEd Order No. 9, s. 2005 titled, Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith.
4. 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- Asst. Schools Division Superintendent  
Officer-In-Charge

Enclosure: As stated  
References: None  
To be indicated in the Perpetual Index  
under the following subjects:  
SCHOLARSHIPS

261 KSJT / MSD COORDINATION MEETING WITH PUBLIC SCHOOLS SCHOLARSHIP COMMITTEE \_\_\_\_\_ / JUNE 19, 2025

UN-2025-261



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

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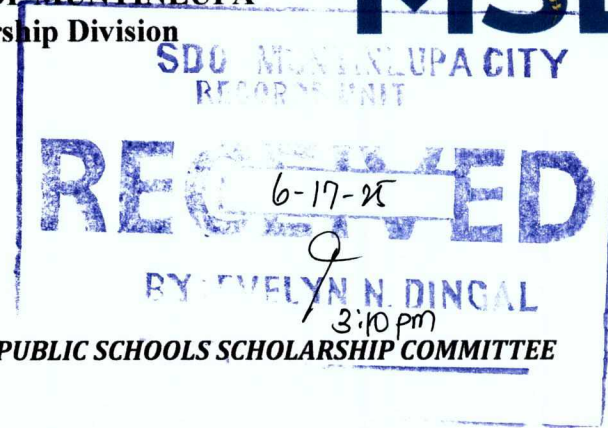


Republic of the Philippines  
CITY GOVERNMENT OF MUNTINLUPA  
Muntinlupa Scholarship Division



17 JUNE 2025

**DR. VIOLETA M. GONZALES**  
Officer In Charge  
Schools Division Office – Muntinlupa



**SUBJECT: REVISED TIME SCHEDULE – MEETING WITH PUBLIC SCHOOLS SCHOLARSHIP COMMITTEE**

Dear Dr. Gonzales,

Warm greetings.

This is to formally inform you of a **revision in the time schedule** for the upcoming coordination meeting with public school heads and scholarship coordinators regarding the High School and Elementary Learners Assistance Program (HELP) for SY 2025–2026.

To ensure better coordination and encourage collective participation, the two sessions originally scheduled for school heads and scholarship coordinators have been **consolidated into one unified session**.

Please see the updated meeting details below:

**Revised Meeting Schedule**

- **Date:** 26 June 2025
- **Time:** 1:30 PM – 4:00 PM
- **Venue:** Museo ng Muntinlupa Theater
- **Attendees:** School Heads and Scholarship Coordinators

In line with this, we would also like to **cordially invite you to join us for this important meeting**. We would be honored if you could **deliver a short message** to our attendees to further inspire and affirm our collective efforts in advancing educational opportunities for the learners of Muntinlupa.

We sincerely appreciate your continued support, and we look forward to your presence and valuable insights during the event.

Thank you very much.

Very respectfully yours,

**ARIAN CLARENCE L. CABALLERO, MBA**  
Head, Muntinlupa Scholarship Division