



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

Office of the Schools Division  
Superintendent

JUL 08 2025

MEMORANDUM  
No. 326, s. 2025

**CONDUCT OF TEACHER AUDIT ACROSS KEY STAGES**

To: OIC-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  
Administrative Officer V  
All Others Concerned

1. Relative to DepEd Order No. 2, s. 2024 and DepEd Order No. 5, s. 2024, and as part of the strategic directions of the Schools Division Office of Muntinlupa, the Division prioritizes giving support to teachers to teach better. This includes ensuring the implementation of the policy on the distribution of workloads.

2. Aligned with the mandate, this Office announces the conduct of teacher audit in all key stages, which will be held in the **Schools Division Office, 4<sup>th</sup> Floor Activity Center** from **July 9-11, 2025**.

3. Through the said teacher audit, the SDO seeks to:  
a. Check school compliance with the guidelines on allocating teacher workloads as per DepEd Memorandum No. 291, s. 2008 and DepEd NCR Memorandum No. 105, s. 2015; and  
b. Obtain an objective basis for teacher deployment and other staffing decisions in preparation for SY 2025-2026.

4. Please refer to the enclosures for the schedule and the composition of the audit teams.

Enclosure 1: Committee In-Charge

Enclosure 2: Division Review and Audit In-Charge

Enclosure 3: School-Based Audit In-Charge (Designated by School Head)

5. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-in-Charge

Office of the Schools Division Superintendent



NUM-2025-326



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Encl.: as stated

Reference: DM no. 291 s. 2008; DepEd NCR Memorandum no. 105 s. 2015  
DepEd Order No. 2, s. 2024  
DepEd Order No. 5, s. 2024

To be indicated in the Perpetual Index  
under the following subjects:

**SCHOOL FORM 7**  
**TEACHING LOAD**

**CLASS PROGRAM**  
**TEACHER'S PROGRAM**

NDE/ Conduct of Teacher Audit Across Key Stages  
326 / July 7, 2025

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NUM-2025-326



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**Enclosure 1**

**COMMITTEE IN-CHARGE**

**Division Review and Validation Committee:**

- Chair: **Dr. Florante C. Marmeto**  
Chief Education Supervisor,  
Curriculum Implementation Division
- Co-Chair: **Mrs. Ma. Regale A. Olarte**  
Education Program Supervisor  
OIC – Chief Education Supervisor, SGOD
- Mrs. Noemi A. Valdez**  
Administrative Officer V
- Members: **Ms. Angela M. Francisco**  
Administrative Officer IV
- Mr. Joseph D. Nilo**  
Planning Officer III

**Duties and Responsibilities**

- Manage and supervise the overall execution/implementation of this activity.
- Review the analysis report submitted by the Division Audit In-charge.
- Perform other management and executive-related duties and responsibilities.





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**Enclosure 2**

**DIVISION REVIEW AND AUDIT IN-CHARGE**

| NAME OF SCHOOL                              | SCHOOL HEAD/OIC              | NAME OF PSDS                 | Schedule of Activity      |
|---------------------------------------------|------------------------------|------------------------------|---------------------------|
| Muntinlupa National High School- JHS        | Dr. Rosendo E. Sanggalang    | Dr. Evangeline M. Aman       | July 9, 2025<br>08:30 am  |
| Poblacion National High School              | Ms. Ma. Regaele A. Olarte    |                              |                           |
| Muntinlupa Science High School – JHS        | Dr. Ador B. Querubin         |                              |                           |
| Tunasan National High School – JHS          | Ms. Vilma S. Vilorio         |                              |                           |
| Cupang Elementary School Main               | Mr. Edizer S. Laqueo         | Ms. Clarissa C. Avila        | July 9, 2025<br>10:30 am  |
| Cupang Elementary School Annex              | Ms. Jocelyn A. Morales       |                              |                           |
| Buli Elementary School                      | Ms. Marie Ann R. Esmeria     |                              |                           |
| Bagong Silang Elementary School             | Mr. Felipe W. Marapao Jr.    |                              |                           |
| F. De Mesa Elementary School                | Ms. Maria Hazel B. Hernandez | Dr. Ma. Theresa C. Dela Rosa | July 9, 2025<br>01:00 pm  |
| Lakeview Integrated School                  | Dr. Louie M. Valdez          |                              |                           |
| Putatan Elementary School                   | Ms. Hilario G. Canasa        |                              |                           |
| Soldiers' Hills Elementary School           | Dr. Antonio C. Gagala        |                              |                           |
| Alabang Elementary School                   | Dr. Ma. Aurora S. Bartolaba  | Dr. Yaledegler C. Maligaya   | July 10, 2025<br>08:30 am |
| Bayanan Elementary School Main              | Dr. Buena C. Dela Cruz       |                              |                           |
| Bayanan Elementary School Unit 1            | Dr. Jane May C. Valbuena     |                              |                           |
| Pedro E. Diaz High School                   | Dr. Antonio B. Rocha         |                              |                           |
| Sucat Elementary School Main                | Dr. Jennifer S. Joson        | Ms. Ada Trinidad A. Tagle    | July 10, 2025<br>10:30 am |
| Sucat Elementary School Zone 3 & Zone 4     | Ms. Haydee F. Gucor          |                              |                           |
| Muntinlupa Business High School Main        | Mr. Reynante H. Espeleta     |                              |                           |
| Muntinlupa Business High School Sucat Annex | Ms. Jinky D, Santos          |                              |                           |



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|--------------------------------------|---------------------------|-----------------------|---------------------------|
| Muntinlupa Elementary School         | Dr. Shella C. Navarro     | Dr. Ma. Myra E. Namit | July 10, 2025<br>01:00 pm |
| Itaas Elementary School              | Dr. Ma. Myra E. Namit     |                       |                           |
| Poblacion Elementary School          | Dr. Raul T. Felix         |                       |                           |
| Muntinlupa National HS – SHS         | Dr. Rosendo E. Sanggalang | Dr. Eric F. Fungo     | July 11, 2025<br>08:30 am |
| Tunasan National HS – SHS            | Ms. Vilma S. Vilorio      |                       |                           |
| Lakeview Integrated School – SHS     | Dr. Louie M. Valdez       |                       |                           |
| Cupang Senior High School            | Mr. Jason B. Alvaro       |                       |                           |
| Muntinlupa Science High School – SHS | Dr. Ador B. Querubin      |                       |                           |
| Sucat Senior High School             | Dr. Jay Boy E. Evano      |                       |                           |
| Tunasan Elementary School            | Ms. Olivia G. Elloso      | Dr. Jaime G. Bautista | July 11, 2025<br>10:30 am |
| Filinvest Alabang Elementary School  | Ms. Alma O. Bituin        |                       |                           |
| Victoria Homes Elementary School     | Mr. Reynaldo O. Comisario |                       |                           |

**Duties and Responsibilities**

- Lead and facilitate the Division-led audit of teachers' load.
- Validate the veracity and accuracy of SF7, summary of teachers' workloads, master teacher and class programs vis-a-vis the Updated Personal Services Itemization and Plantilla of Personnel (PSIPOP).
- Ensure the complete staff work (CSW) provision of the class program and teachers' program per class/per teacher.
- Recommend the necessary action/s to the school head in terms of compliance with teachers' loading rules and policies.
- Prepare the audit report and submit the same to this Office through Ms. Angela M. Francisco, Administrative Officer IV-HRMO, not later than **July 11, 2025**.
- Perform other related activities/tasks.





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**Enclosure 3**

**SCHOOL-BASED AUDIT IN-CHARGE (DESIGNATED BY SCHOOL HEAD)**

- School Principal/Assistant Principal/OIC
- Master Teacher (1)
- Grade Leader (1)
- JHS Focal Person (1)/SHS Focal Person (1)
- Administrative Officer II/HR-in-charge

**Duties and Responsibilities**

- Prepare and ready the **school Form 7** (previous school year), **class program and teacher program**.
- Ensure compliance with teachers' loading rules and policies set forth by CSC and DepEd.
- Extend assistance and courtesy to the Division Review and Audit Committee
- Perform other related activities/tasks.