



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JUL 03 2025

**MEMORANDUM**

**MUNTINLUPA SCHOLARSHIP DIVISION (MSD)  
HIGH SCHOOL AND ELEMENTARY LEARNERS ASSISTANCE PROGRAM  
APPLICATION AND UPDATING OF RECORDS FOR SCHOOL YEAR 2025-2026**

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  
All Others Concerned

1. Attached is a letter from Mr. Arian Clarence L. Caballero, Head, Muntinlupa Scholarship Division (MSD), dated June 27, 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 paragraphs two to four of the said letter, relative to the modalities for application, application period, and the deadline for the submission of consolidated data and documentary requirements to MSD.
3. 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

References: None

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

KSJT / MSD HIGH SCHOOL AND ELEMENTARY LEARNERS ASSISTANCE PROGRAM APPLICATION AND UPDATING OF RECORDS FOR  
SCHOOL YEAR 2025-2026 278 / JUNE 30, 2025

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Republic of the Philippines  
CITY GOVERNMENT OF MUNTINLUPA  
Muntinlupa Scholarship Division



27 JUNE 2025

**DR. VIOLETA M. GONZALES**  
Officer In Charge  
SDO- Muntinlupa



**SUBJECT: High School and Elementary Learners Assistance Program Application and Updating of Records for School Year 2025-2026**



Dear Dr. Gonzales,

Greetings!

In line with the upcoming implementation of the High School and Elementary Learners Assistance Program for School Year 2025-2026, we respectfully seek your support in facilitating the application process and the updating of records for eligible learners in all public elementary and high schools in the City of Muntinlupa.

We kindly request your office to assist in disseminating information about the program to the respective Public School Scholarship Committees. To ensure accessibility and convenience, **the committees may adopt any of the following modalities for application:**

1. Drop Box System;
2. Online Application Forms;
3. Submission through Class Advisers;

**The application period will run from July 2 to July 11, 2025.**

We respectfully request that the **consolidated data and documentary requirements be submitted to the Muntinlupa Scholarship Division on or before July 25, 2025.**

Thank you for your continued partnership and commitment to supporting our learners.

Very truly yours,

  
**ARIAN CLARENCE L. CABALLERO**  
Head