



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

Office of the Schools Division
Superintendent

JUL 16 2025

MEMORANDUM

**TARA, BASA! TUTORING PROGRAM SECOND COMMUNITY ASSEMBLY
IN PREPARATION FOR THE PAYOUT**

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

1. Attached is a letter from Helen Y. Suzara, Director IV and Concurrent Officer-In-Charge, Tara, Basa! Tutoring Program, National Program Management Office, Department of Social Welfare and Development dated July 10, 2025, on the above-captioned activity, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Particular attention is invited to Paragraph Nos. 3 & 4, for details.
3. Please see Enclosure No. 1, for the Schedule of Activities.
4. Participation of Teaching & Non-Teaching Personnel shall be subject to the provisions of DepEd Order No. 13, s. 2024, *Revised Guidelines on the Grant of Vacation Service Credits for Teachers* and Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.
5. Immediate, wide dissemination of, and strict compliance with this Memorandum is desired.


VIOLETA M. GONZALES

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

Encl.: As stated

References: As stated

To be indicated in the Perpetual Index:

Under the following subjects:

LITERACY

PARTNERSHIPS

JABC/ Tara, Basa! Tutoring Program Second Community Assembly in Preparation for the Payout

306 / July 14, 2025

UN-2025-306

306

(Enclosure No. 1: Schedule of Activities)

Tara, Basa! Tutoring Program Community Assembly for Parents

July 19 & 26, 2025 (Saturday), 8:00AM - 5:00PM

Muntinlupa ES (District 1) & Alabang ES Covered Court (District 2)

Schedule of Activities

District 1 July 19, 2025 (Saturday) Muntinlupa ES Covered Court		District 2 July 26, 2025 (Saturday) Alabang ES Covered Court	
Time	School	Time	School
8:00AM – 12:00NN	Muntinlupa ES (98) Tunasan ES (45) Itaas ES (42) Lakeview IS (23) Total: 208pax	8:00AM – 12:00NN	Alabang ES (92) (Dis. 1) BES-Main (59) Cupang ES-Main (47) Total: 198pax
1:00PM – 5:00PM	Poblacion ES (109) Putatan ES (45) F de Mesa ES (27) Victoria Homes ES (26) Soldiers' Hills ES (15) Total: 222pax	1:00PM – 5:00PM	Bayanan ES-U1 (60) Sucat ES-Main (32) Bagong Silang ES (17) Buli ES (13) Cupang ES-Annex (11) Filinvest Alabang ES (10) SESSPA Zone 4 (9) SESSPA Zone 3 (8) Total: 160pax
	District 1: 430pax		District 2: 358pax
Total No. of Beneficiaries: 788pax			

10 JULY 2025

DR. VIOLETA M. GONZALES

School Superintendent
School Division Office of Muntinlupa City
Centennial Avenue, Laguerta St. Brgy. Putatan
Muntinlupa City

Received by:


IRIS M. RAYOS

SDO-Muntinlupa (Records Unit)

7/11/25 2:30pm

ATTENTION: DR. JOHN ALBERT COLLE
Education Program Supervisor

Dear Dr. Gonzales:

This refers to the implementation of the Tara, Basa! Tutoring Program in the National Capital Region. With the recent conclusion of the 20-day program sessions, the National Program Management Office (NPMO) is currently preparing for the payout of the cash-for-work (CFW) assistance to parents and guardians who participated in the sessions.

In line with this, we respectfully request the provision of a venue for the conduct of a second community assembly with the parents and guardians, in preparation for the payout.

With approximately 800 beneficiaries in Muntinlupa City, we propose that the community assembly be conducted in two batches, scheduled on **19 July 2025 and 26 July 2025**, instead of 21 July 2025, as previously agreed by the NPMO and SDO. In this regard, we kindly seek the assistance of the Schools Division Office (SDO) in identifying and assigning the schools that will participate on each of the aforementioned dates.

The community assembly will include the following activities:

- Collection of requirements for the CFW payout. We have also attached the documentary requirements for CFW and the list of acceptable IDs.
- Validation of session attendance to determine payout amounts.
- Completion of the Beneficiary Profiling Tool, which can also be accessed via the provided QR code. The profiling will be facilitated by Tara, Basa! staff.



Hereunder are the needed logistical resources for the activity:

- Tables
- Chairs
- Microphones

The NPMO will also coordinate with the concerned Barangay to ensure the presence of Barangay Tanod for peace and order during the activity.

For any questions or clarifications, your office may directly coordinate with Ms. Donita V. Cortez via email at dvcortez@dswd.gov.ph or mobile number 0916 537 5007 copy furnishing tbtp@dswd.gov.ph in all communications.

Thank you for your continued support and cooperation.

Very truly yours,


HELEN Y. SUZARA
Director IV and Concurrent Officer in Charge
Tara, Basa! Tutoring Program

Tara, Basa!

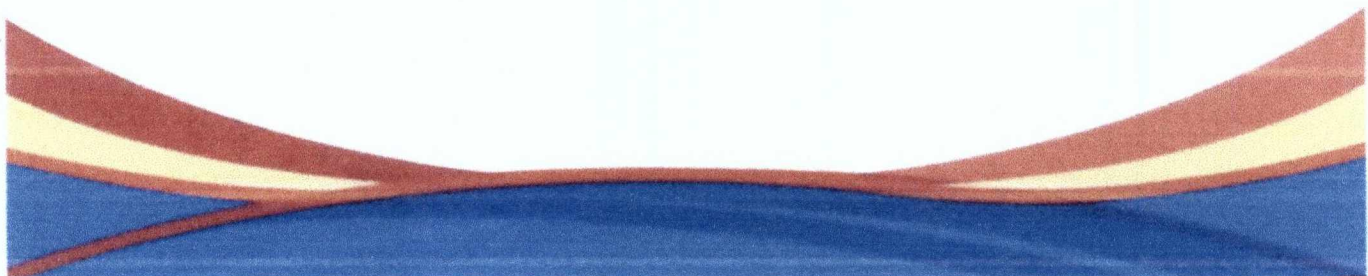
TUTORING PROGRAM



Documentary Requirements for CFW

Accepted Government-Issued IDs

- PhilSys (National ID) PVC or Laminated
- School ID (with year validity) for Tutors and YDW
- Certificate of registration/enrollment in the absence of a school ID, especially when the Tara Basa Sessions fall during the school break of S/LUCs for tutors and YDW
- Barangay ID
- Voters ID
- Social Security System (SSS) ID
- TIN ID (yellow or green)
- Unified Multi-Purpose ID (UMID)
- PhilHealth ID
- Persons With Disability (PWD) ID
- Passport ID (not expired)
- Driver's License ID (not expired)
- Latest National Bureau of Investigation (NBI) Clearance (not expired)
- Voter's Certificate
- Postal ID



Tara, Basa!

TUTORING PROGRAM



Documentary Requirements for CFW

- One original, Valid Government-Issued identification card (ID)
- Two photocopies of ID and sign the photocopies three times.
- Certificate of Indigency from your Barangay or the City Social Welfare Development Office (CSWDO), few days before the payout schedule is announced.

Things to Remember When Getting a Certificate of Indigency:

- Make sure that the name on the Certificate of Indigency is the **same** as the beneficiary who will personally attend the payout.
- Ensure that the full name on the certificate **matches exactly** with the name on the government-issued ID with three original signatures to be submitted during payout.
- The certificate **must have a dry seal**, especially if it states "Not valid without dry seal."
- It must be originally signed by the current Barangay Captain or any assigned Barangay Councilor. **Electronic signatures (e-signatures) will not be accepted.**
- Brgy. Secretary are not allowed to sign the certificate of Indigency.

