



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

Office of the Schools Division
Superintendent

AUG 11 2025

NOTICE OF MEETING
August 11, 2025

TO: OIC – Office of the Assistant Schools Division Superintendent
Chief Education Supervisor – CID
OIC Chief Education Supervisor, SGOD
Division Legal Officer
Administrative Officer V
AO IV – HRMO
Dr. Ador Querubin, School Head, MSHS
Mr. Larry Canasa, School Head, Putatan Elementary School
Act Muntinlupa Union Officers

FROM: 
VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Date/Time: August 12, 2025, 8:00am-12:00pm

Venue: Office of the Schools Division Superintendent

Subject: Meeting with ACT Muntinlupa Chapter Officers

Agenda: To discuss the following:

1. CNA Implementation Monitoring per school
2. Guidelines for T4-T7
3. Reclassification/Promotion
4. Clarification on the conduct of ADM
5. School Canteen updates
6. GSIS Concerns
7. Reappointment/Reassignment of Teachers
8. Others

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NOM-2025-099



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
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ACT- MUNTINLUPA UNION

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DISTRICT II REPRESENTATIVE

Benjamin Ladrera

August 4, 2025

DR. VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge

Office of the Schools Division Superintendent
Schools Division Office of Muntinlupa
Tunasan Muntinlupa City

RECEIVED BY
MARLON A. SALONGA
SDO-MUNTINLUPA (RECORDS UNIT)
WAN 8/5/25 - 7:27 PM

Dear Dr. Gonzales:

Greetings of Peace! We hope this message finds you well.

This is to formally request from your office a meeting with the Alliance of Concerned Teachers (Muntinlupa Chapter) officers at your convenience.

The agenda of the meeting will be the following concerns:

1. CNA Implementation Monitoring per school
2. Guidelines for T4-T7
3. Reclassification/Promotion
4. Clarification on the conduct of ADM
5. School Canteen updates
6. GSIS Concerns
7. Reappointment/Reassignment of Teachers
8. Others

We would be highly honored to be granted the opportunity to clarify these concerns and extend discussion on collaborative opportunities, ongoing projects, or future initiatives.

Thank you very much for your kind consideration.

Very truly yours,

MR. ANTONIO PALMERO
ACT -President

09260592995
ACTMUNTINLUPAUNION
C/O MES, POBLACION
MUNTINLUPA CITY