



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

**MEMORANDUM**  
No. 390 , s. 2025

**4<sup>TH</sup> BATCH OF LEARN TO SWIM PROGRAM**

To: OIC – Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public and Private Elementary and Secondary School Heads/OICs  
Administrative Officer V  
All Others Concerned

1. Attached is a letter from MS. CYNTHIA B. VIACRUSIS, Department Head II, Youth Affairs and Sports Development Office (YASDO), dated August 6, 2025, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Please see the attached Muntinlupa City Learn to Swim Program of the said Letter.
3. The learner participants are required to submit a signed parental consent or waiver.
4. All concerned schools are encouraged to send the required number of learner participants and support the LGU sports program.
5. Immediate and wide dissemination of this Memorandum is desire

  
**VIOLETA M. GONZALES**

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

Reference:

To be indicated in the Perpetual Index under the following subjects

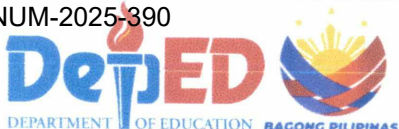
SCHOOLS                      PROGRAMS                      TEACHERS                      ATHLETES

ECE/ 4TH BATCH OF LEARN TO SWIM PROGRAM

August 8, 2025

390

NUM-2025-390

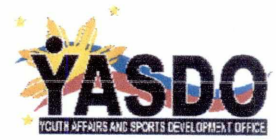


Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

390



Republic of the Philippines  
**CITY GOVERNMENT OF MUNTINLUPA**  
Youth Affairs and Sports Development Office



August 06, 2025

**DR. VIOLETA M. GONZALES**

Asst. Schools Division Superintendent  
OIC – Office of the Schools Superintendent  
**SCHOOLS DIVISION OFFICE - MUNTINLUPA**  
Centennial Avenue, Laguerta, Tunasan, Muntinlupa City

Received by:   
IRIS M. RAYOS  
SDO-Muntinlupa (Records Unit)

8/6/25 1:58 PM

Dear Ma'am Gonzales,

The City Government of Muntinlupa, through the Youth Affairs and Sports Development Office, will conduct the 4<sup>th</sup> Batch of Learn to Swim Program on the month of September 2025, for Public Elementary and Junior & Senior High School. The primary objective of this program is to impart basic survival swimming skills to our youth, enhancing their ability to respond effectively to the risk of drowning.

In connection with this, we seek your support and kind approval for the issuance of a Schools Division Memorandum to facilitate the active participation of public elementary, junior high school, and senior high school students.

All qualifications and schedule requirements are attached to this letter for your reference.

We sincerely appreciate your continuous support for youth and sports programs.

Thank you very much.

Sincerely,



**CYNTHIA B. VIACRUSIS**  
City Government Department Head II, YASDO

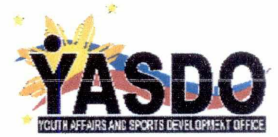
Muntinlupa Sports Center, Buendia St. Tunasan, Muntinlupa City, Philippines 1773





### Muntinlupa City LearnTo Swim Program

<b>Venue</b>	Muntinlupa Aquatic Center
<b>Training Session Dates</b> September 2 to 4 September 9 to 11 September 16 to 18	<b>Time</b> 1:00pm to 4:00pm 1:00pm to 4:00pm 1:00pm to 4:00pm
<b>Participating Schools</b>	<b>No. of Participants</b>
<b>District 1 Elementary Schools</b> <u>September 2 to 4</u> Tunasan Elementary Schools Victoria Heights Elementary School Putatan Elementary School Poblacion Elementary School Muntinlupa Elementary School Itaas Elementary School Soldiers Hills Elementary School F. De Mesa Elementary School Lakeview Integrated School- Elem Bayanan Elementary School Main	10 public elementary schools x 9 students <b><u>(grade six students)</u></b>  <i>(Note: September 02, 12:00 noon Orientation and 1<sup>st</sup> session)</i>
<b>District 2 Elementary Schools</b> <u>September 9 to 11</u> Bayanan Elementary School Unit 1 Alabang Elementary School Filinvest Alabang Elementary School Cupang Elementary School Main Cupang Elementary School Annex Buli Elementary School Bagong Silang Elementary School Sucat Elementary School Main Sitio Pagkakaisa Zone 3 Sitio Pagkakaisa Zone 4	10 public elementary schools x 9 students <b><u>(grade six students)</u></b>  <i>(Note: September 09, 12:00 noon Orientation and 1<sup>st</sup> session)</i>
<b>Junior High School</b> <u>September 16 to 18</u> Poblacion National High School Tunasan National High School (JHS) Pedro E. Diaz High School Muntinlupa Business High School Main Muntinlupa Business High School Sucat Annex Muntinlupa Science High School (JHS) Muntinlupa National High School (JHS) Lakeview Integrated School (JHS)	8 public schools with Junior HS x 6 students (age 13-15 yrs.old)  <i>Note: September 16, 12:00 noon Orientation and 1<sup>st</sup> session)</i>
<b>Senior High School</b> <u>September 16 to 18</u> Cupang Senior High School (SHS) Muntinlupa Science High School (SHS) Muntinlupa National High School (SHS) Tunasan National High School (SHS) Lakeview Integrated School (SHS) Sucat Senior High School (SHS)	6 public schools with Senior HS x 6 students (age 16-18 yrs.old)  <i>(Note: September 16, 12:00 noon Orientation and 1<sup>st</sup> session)</i>



## Muntinlupa City Learn To Swim Program

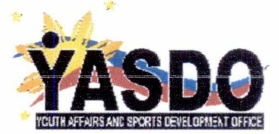
### ASSENT AND CONSENT FORM Elementary Grade 6 student

Ako si \_\_\_\_\_ ay namamayagan na mapabilang ang aking anak na si \_\_\_\_\_ na nag-aaral sa \_\_\_\_\_ para isasagawang Muntinlupa City Learn To Swim Program na isasagawa mula Septyembre 2, 3 at 4 (District 1 Schools), Septyembre 9, 10 at 11, 2025 ( District 2 Schools) sa Muntinlupa Aquatic Center na pinamumunuan ng Youth Affairs and Sports Development Office. Batid ko rin na ang programang ito ay mahabang pagsasanay na kung saan ay nauunawaan ko ang layunin at benepisyo nito para sa aking anak. Ako ay makikipagtulungan upang matapos ng aking anak ang nasabing programa.

Ipinababatid din sa mga magulang/guardian na ang mga litrato o video ay maaaring ibahagi sa iba't ibang lugar o departamento upang magbigay inspirasyon na maging bahagi sa mga adbokasiya ng pamahalaang lungsod. Ito rin po ay maaring i-post ito sa aming social media pages. Sisiguraduhin namin ang iyong pagkakakilanlan at mga impormasyon ng inyong mga anak ay nasa ligtas at pribadong lugar

\_\_\_\_\_  
Pangalan at Pirma ng Magulang

Contact no. \_\_\_\_\_



## Muntinlupa City Learn To Swim Program

### CONFIRMATION FORM

School: \_\_\_\_\_

Teacher Coordinator: \_\_\_\_\_

Contact Number: \_\_\_\_\_

FB Name / Account \_\_\_\_\_

### List of Participants

Student Name	Age	Sex	Grade Level	Contact Number

Date Signed \_\_\_\_\_

Noted by: \_\_\_\_\_  
 School Head and Signature





### THINGS REQUIRED TO BRING DURING THE TRAINING

- **SWIMSUIT**  
No matter what your age, it's important to have a swimsuit (non-absorbent) that fits properly.
- **GOGGLES AND SWIM CAP**  
Not only do goggles keep the chlorine out of your eyes, but they also encourage better technique, especially if you are new to swimming. If you have longer hair, a hair band or swim cap will help keep the hair out your face.
- **SHOWER SUPPLIES**  
The chlorine in the pool often leaves your skin dry. Remember to bring shower essentials with you including shampoo, conditioner, body wash, moisturizer and a wet brush.
- **WATER**  
Remember that swimming is a form of exercise. Bring a water bottle to prevent you from becoming dehydrated.
- **TOWEL**  
Bring a towel to the pool deck. It will help keep you warm when finished your lesson. In addition, it prevents water puddles, which are a slip-and-fall hazard.
- **SNACK**  
If you get hungry, especially after a swim lesson. Pack a healthy treat snack to enjoy.\*  
\*Remember: snacks are prohibited in the pool areas of the MAC (Muntinlupa Aquatic Center)
- **FLIP FLOPS**  
Footwear that is easy to slide on and off is encouraged when walking from the locker room area to the pool deck. A proper pair of flip-flops or water shoes will prevent slipping.
- **GYM BAG**  
A proper bag to place all of your items in is a must. Pack a comfortable outfit for you to change into after you lesson. Plastic bags - for your wet swimsuit and towel. Use of them will help keep your bag dry.

### CONFIRMATION

- Submission of confirmation with the list of student participants **on or before August 22, 2025** kindly email to [yasdo@muntinlupacity.gov.ph](mailto:yasdo@muntinlupacity.gov.ph). Please follow the format below:
- Attachment ***Waiver and Medical Clearance/Certificate***