



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

Office of the Schools Division
Superintendent

AUG 19 2025

MEMORANDUM

**LEGAL EXEMPLAR ON SAFETY AND PROTECTION
FOR EMPLOYEES AND STUDENTS**

To: Officer-in-Charge, Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Unit Heads
All Others Concerned

1. The Schools Division Office of Muntinlupa through the office of the Legal Unit will be conducting a training entitled: **LEGAL EXEMPLAR ON SAFETY AND PROTECTION FOR EMPLOYEES AND STUDENTS**, on August 28 & 29, 2025 at Hertz Hotel and Resort, Tagaytay City to be attended by selected Division employees.
2. Considering that this training is a live-in activity, boarding facilities are provided for all identified participants. Proportionate expense incurred shall be charged to registered participants who deliberately failed to attend this activity.
3. Please see attached list for the official participants of this training.
4. Participants are expected to be at the venue at 8:30 am of Day 1, August 28, 2025. Program shall start at exactly 9:00 am.
5. For further inquiries, please contact Ms. Zara Jane B. Gaba or Ms. Ruth F. Arciaga.


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:

TRAINING
EFJRE / **LEGAL EXEMPLAR ON SAFETY AND PROTECTIO FOR EMPLOYEES AND STUDENTS**
345 August 18, 2025

UN-2025-345



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
84237560, 84237561, 84237562
sdo.muntinlupa@gmail.com / sdo.muntinlupa@deped.gov.ph
deped-muntinlupa.com

	NAME OF PARTICIPANTS	POSITION
1.	GONZALES, VIOLETA M.	Assistant Schools Division Superintendent Officer-In-Charge Office of the Schools Division Superintendent
2.	RICERO, LILIA A.	Officer-In-Charge Office of the Assistant Schools Division Superintendent
3.	ABADIANO, WARREN L.	Administrative Aide III
4.	ARCIAGA, RUTH F.	Administrative Assistant I
5.	ARROYO, PHOEBE R.	Senior Education Program Specialist
6.	BACHOCO, SHIELA ROSE H.	Administrative Officer II
7.	BENITO, REYNANTE L.	Project Development Officer II
8.	BILLONA, MICHELLE	Administrative Aide VI
9.	CLAMAÑA, VANESSA D.	Administrative Aide VI
10.	CLAUDEL, CECILIA TERESA C.	Education Program Specialist II
11.	DACLES, JOMALENE B.	Administrative Aide VI
12.	DELA VEGA, CHRISTIAN PAUL A.	Senior Education Program Specialist
13.	ESPANTO- REGACHO, ERNESS FAITH J.	Division Lawyer
14.	ESPELETA, MYLEEN DEL V.	Administrative Assistant II
15.	ESTILLER, NATHALEE D.	Administrative Assistant III
16.	FABONAN, MA.KATLEEN F.	Administrative Assistant III
17.	FALLARME, RYAN B.	Administrative Assistant II
18.	GABA, ZARAH JANE B.	Administrative Assistant III
19.	GUBALANE, ZOREN PEPITO L.	Senior Education Program Specialist
20.	ILARDE, CECILIA A.	Librarian II
21.	KONDO, EDUARDO L.	Project Development Officer II
22.	LICERIO, MA. ANA L.	Administrative Assistant III
23.	MARQUEZ, MARIA VILMA A.	Administrative Assistant III
24.	NAVIA, MARIDETH M.	Administrative Assistant III
25.	PAGADOR, MA. ROMMA S.	Project Development Officer I
26.	PANA, SHAREEN GAY A.	Administrative Assistant III
27.	PARILLA, AIRA G.	Administrative Aide VI
28.	RELATO III, ROMEO E.	Administrative Assistant III
29.	RODILLA, LOURDES V.	Administrative Officer IV
30.	SANTOS, LORIZATIE V.	Administrative Assistant III
31.	TAGAPAN, JERONE N.	Engineer III
32.	YLEN, JERICHO B.	Administrative Assistant III
33.	Speaker 1	
34.	Speaker 2	