



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 18 2025

MEMORANDUM
No. 478, s. 2025

**CREATION OF THE CUPANG ELEMENTARY SCHOOL ANNEX (CESA)
CRISIS TRANSITION STEERING COMMITTEE**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Others Concerned

1. The demolition activities adjacent to **Cupang Elementary School Annex (CESA)** present a significant and urgent challenge to the safety, security, and continuous operation of the school, demanding a highly coordinated, division-wide response to ensure learning continuity, safeguard the well-being of learners and personnel, manage assets, and develop a strategic long-term transition plan.
2. To provide centralized strategic direction and ensure seamless execution of all interventions, there is an immediate need to constitute a steering committee that will oversee the comprehensive Crisis Management, Operational Continuity, and Transition Framework for CESA.
3. The CESA Crisis Transition Steering Committee is hereby created with the following composition:

Chairperson: VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Vice-Chairperson: LILIA A. RICERO CESE
Education Program Supervisor
Officer-in-Charge, Office of the Asst. Schools Division Superintendent

Focal Person: MA. REGAELE A. OLARTE
Education Program Supervisor
OIC-Chief, School Governance and Operations Division (SGOD)

Members:

FLORANTE C. MARMETO EdD
Chief, Curriculum Implementation Division (CID)

JHEMSON C. ELIS PhD
Public Schools District Supervisor

GINA U. URQUIA PhD
Education Program Supervisor, LRMDS

EDUARDO L. KONDO
Project Development Officer II
Division Disaster Risk Reduction and Management (DRRM) Coordinator

JOSEPH D. NILO
Planning Officer III

ANGELA M. FRANCISCO
Administrative Officer IV

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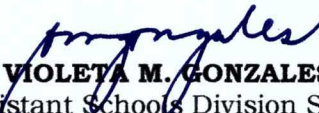


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Human Resource Management Office (HRMO)
ATTY. ERNESS FAITH C. REGACHO-ESPANTO
Legal Officer III
TERESA S. INDAP
Nurse II, Division Health Unit In-Charge
JOICHE I. LUNA
Administrative Officer IV
Supply Office
ENGR. JERONE N. TAGAPAN
Division Engineer
MAY L. BORJAL
Information Technology Officer I

4. The Committee shall:
 - Provide high-level oversight for all initiatives under the Crisis Management and Transition Framework for CESA.
 - Ensure timely, synchronized, and efficient implementation of plans across all SDO units.
 - Review and approve the final Long-Term Transition Plan for endorsement to higher authorities.
5. The first meeting of the Committee is scheduled as follows:
Date: 23 September 2025 (Tuesday)
Time: 8:00 AM
Venue: Office of the Schools Division Superintendent
6. The agenda for the initial meeting shall include:
 - a) Presentation and Ratification of the Crisis Management, Operational Continuity, and Transition Framework (Please see enclosure); and
 - b) Discussion on the immediate action points for each focus area.
7. All members are directed to come prepared to discuss their respective roles and responsibilities as outlined in the presented framework.
8. For strict compliance and guidance.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: As stated
To be indicated in the **Perpetual Index**
Under the following subjects

COMMITTEE

LEARNING CONTINUITY

VMG/Memo — Creation of the Cupang Elementary School Annex (CESA) Crisis Transition Steering Committee

478 /September 17, 2025

Attachment: CREATION OF THE CUPANG ELEMENTARY SCHOOL ANNEX (CESA) CRISIS TRANSITION STEERING COMMITTEE

**CRISIS MANAGEMENT, OPERATIONAL CONTINUITY, AND TRANSITION FRAMEWORK
FOR CUPANG ELEMENTARY SCHOOL ANNEX DURING ADJACENT DEMOLITION**

Focus Area	SDO Offices - Responsibilities & Support	School Responsibilities & Staff Work	Expected Outputs	Timeline
<p>Ensuring Learning Continuity</p>	<p>CID & IT Unit: Provide TA in finalizing the proposed ADM model based on context. LRMS: Lead the division-wide pooling and audit of existing ADM modules from all schools. Fast-track distribution of learning materials to Cupang ES Annex.</p>	<p>Prepare a complete staff work (CSW) for executing learning continuity.</p>	<p>Contextualized ADM Implementation Plan Education continues with minimal disruption</p>	<p>September 17-26, 2025</p>
<p>Liaising on Demolition Activities</p>	<p>Legal Unit: Advise school on agreements for legal sufficiency DRRMS and Health Unit: Provide technical</p>	<p>Lead formal coordination with LGU, DPWH, or private entity on safety protocols,</p>	<p>Minutes of the meeting with the implementing office governing demolition timelines, safety zones, noise restrictions, and liability</p>	<p>Negotiations and monitoring to start immediately</p>

Focus Area	SDO Offices - Responsibilities & Support	School Responsibilities & Staff Work	Expected Outputs	Timeline
	advice on safety standards	timelines, and liability Monitor demolition activities daily Report immediately any safety hazards or violations of the agreed protocols	Minimal disruption to school operations	
Ensuring Safety & Security	DRRMS & Education Facilities: Provide template contingency plans Validate School-Specific Safety & Contingency Plan	Form a safety committee Coordinate with LGU on demolition safety protocols Conduct daily perimeter inspections focused on demolition risks	Validated School-Specific Safety & Contingency Plan A secure learning environment despite adjacent demolition	September 17-26, 2025

Focus Area	SDO Offices - Responsibilities & Support	School Responsibilities & Staff Work	Expected Outputs	Timeline
Assessing Enrollment Trends	Planning Unit & SGOD: Analyze real-time enrollment data and transfer requests Project student population decline, factoring in demolition impact	Collect and report accurate daily attendance and withdrawal data Provide ground-level context for the trends (e.g., parents citing demolition as reason for transfer)	An Enrollment Trend and Projection Report to guide immediate resource and HR decisions	Initial report to be submitted on September 19, 2025 Updated monthly
Ensuring Smooth Transfer Processes	Planning Unit: Streamline the digital and physical process for SF10 issuance	Designate a records officer Manage requests efficiently Maintain a publicized schedule and a tracking log for all transfer	Zero backlog in record requests Seamless and dignified student exit process	Process implemented within 2 weeks

Focus Area	SDO Offices - Responsibilities & Support	School Responsibilities & Staff Work	Expected Outputs	Timeline
Assessing Feasibility of Operations	Planning Unit & SGOD Chief: Review the preliminary feasibility recommendation for operational feasibility, identifying potential pitfalls, logistical challenges, and suggesting practical adjustments from a Division-level perspective	Lead a rapid feasibility assessment based on enrollment trends, demolition timeline/safety, and community sentiment	A Preliminary Feasibility Recommendation (continue, phase out, merge) to guide long-term planning	Assessment completed within 2nd quarter of SY 2025-2026
Re-evaluating Teacher Deployment	HRMO: Analyze staff-to-student ratios based on new enrollment data. Identify division-wide vacancies and needs	Provide teacher data (e.g., who is skilled in ADM, subject expertise). Counsel staff on potential reassignment	A Strategic Staff Redeployment Plan that aligns with student needs and division vacancies	Plan developed within 2 months
ICT Inventory for ADM Support	IT Unit: Facilitate a comprehensive inventory of all ICT tools	Assign the IT coordinator to assist with the physical inventory	A Master ICT Inventory & Digital Readiness Report to inform ADM strategies	Inventory to be submitted on/before

Focus Area	SDO Offices - Responsibilities & Support	School Responsibilities & Staff Work	Expected Outputs	Timeline
	Assess functionality and plan for equitable deployment	Collect data on student/teacher home digital access		September 26, 2025
Assets Management and Securing	<p>Supply Unit: Lead a full physical inventory (Property, Plant, & Equipment)</p> <p>Issue clear protocols for securing, relocating, and disposing of assets</p> <p>IT Unit: Secure and prepare for the wiping and redeployment of ICT assets</p>	<p>Designate an assets focal person</p> <p>Conduct a 100% inventory check</p> <p>Label, secure, and document all assets</p> <p>Implement heightened security measures against theft/looting during demolition</p>	<p>A Comprehensive Assets Inventory & Disposition Plan</p> <p>All high-value assets are secured, accounted for, and ready for redeployment or safe storage</p>	Full inventory completed on/before October 30, 2025

Focus Area	SDO Offices - Responsibilities & Support	School Responsibilities & Staff Work	Expected Outputs	Timeline
<p>Developing the Long-Term Transition Plan</p>	<p>(CESA Crisis Transition Steering Committee):</p> <p>Review the draft plan for operational feasibility, identifying potential pitfalls, logistical challenges, and suggesting practical adjustments from a Division-level perspective</p>	<p>Draft the comprehensive transition plan based on all inputs. Structure the plan with clear phases, timelines, KPIs, and budget requirements</p>	<p>A Formal Long-Term Transition Plan with a ratified recommendation (Merge, Close, or Phase-Out), including a detailed roadmap, timeline, budget, and communication strategy for implementation in the next fiscal year</p>	<p>Long-Term Transition Plan Completed before December 15, 2025</p>