



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

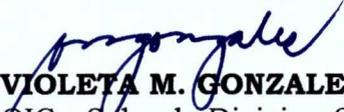
Office of the Schools Division
Superintendent

OCT 15 2025

NOTICE OF MEETING

October 14, 2025

TO : Mrs. Ma. Regaele A. Olarte (OIC-Chief Education Supervisor)
Dr. Florante C. Marmeto (Chief Education Supervisor)
Dr. Ma. Myra E. Namit (PSDS)
Dr. Ma. Carmen D. Solayao (EPS)
Dr. Zoren Pepito L. Gubalane (SEPS)
Ms. May L. Borjal (DITO)
Ms. Phoebe R. Arroyo (SEPS)
Ms. Ivy M. Romano (SEPS)
Mr. Joseph D. Nilo (PO)
Ms. Chelo DG Rongavilla (EPS II)

FROM : 
VIOLETA M. GONZALES CESO VI
OIC - Schools Division Superintendent

DATE : Wednesday, October 15, 2025
TIME : 1:00 PM

VENUE : SDO Conference Room, 4th Floor

SUBJECT : **DepEd NCR Technical Assistance Learning Exchange
(2025 TALEx)**

AGENDA : 1. TALEx Rationale, Dates, and Venue)
2. Committees:
a. Write-up
b. Video and Design Layout
c. Flyers
d. Tarpaulin Printing with Standy
e. Exhibit Day
g. Budget/Project Proposal
h. Others

ZPG/NM DepEd NCR Technical Assistance Learning Exchange (2025 TALEx)
129/October 14, 2025

NOM-2025-129

5600



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



September 18, 2025

REGIONAL MEMORANDUM

No. 907, s. 2025

**To: Schools Division Superintendents
RO Personnel
All Others Concerned**

TECHNICAL ASSISTANCE LEARNING EXCHANGE (TALEx)

- To strengthen the policy on decentralization, decision-making, stakeholder participation and promote shared governance in the schools, this Office through Field Technical Assistance Division shall conduct the above captioned activity on **October 24, 2025** at Varela Hall DepEd NCR.
- This activity aims to highlight TA accomplishments, emerging or notable practices, promote peer learning, and reinforce the importance of functional Schools Governance Council (SGC) in improving school governance and education outcomes.
- As agreed upon during the meeting on September 12, 2025, participants are listed in Enclosure No. 1, while the Regional Technical Working Group (RTWG), committees and assigned tasks, including the Terms of Reference are stated in Enclosure No. 2. Confirmation of attendance through **WEBTA Portal - Online Pre-Registration** shall be completed on or before **October 6, 2025, at 2:00 PM**.
- All Schools Division Offices (SDOs) are advised to install/prepare the physical set-up or display of tarpaulins and other TA documents including MOVs on **October 23, 2025, 2:30 PM** at the designated area with layout prepared at Varela Hall. Presence of RTWG during the preparations is required.
- The assigned presenters of TA notable practices/accomplishments from SDO is requested to attend the dry-run on **October 22, 2025, 9:00 AM**, and should bring their own pocket wifi during the dry-run, likewise, in the activity proper.
- Meals during the planning/meeting and TALEx activity proper, shall be charged to RO MOOE, while Committees and presenters' travel expenses, supplies and materials during the dry-run and set-up shall be charged to MOOE/canteen/local funds of the SDOs and/or schools, subject to the usual accounting and auditing rules and regulations.



Address: Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 6



Certificate No. PNP QMS 24 93 0193

ATC



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

7. As stated in the Regional Memorandum No. 89, s.2025 dated January 23, 2025, SDO shall submit a 1-page camera-ready TA accomplishments, emerging or notable practices; its video; reviewed and adjusted TA Contact Report and other documents needed for the activity duly approved by Schools Division Superintendent (SDS), uploaded in the **WEBTA Portal - Online Submission** on or before **October 1, 2025, 4:00 PM**.

8. For clarifications and concerns, please contact **Jingle A. Lim**, Education Program Supervisor, Field Technical Assistance Division, through jingle.lim@deped.gov.ph.

9. For dissemination and compliance.

JOCELYN DR ANDAYA 
Regional Director, NCR
Concurrent Officer-in-Charge, Office of the
Assistant Secretary for Operations



Address: Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	2 of 6





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

ENCLOSURE NO. 1:

List of Participants and Presenters					
SDO	SDS/ ASDS	CID Chief	SGOD Chief	SBM Coordinator	PSDS or Principal with Functional SGC
Caloocan City	1	1	1	1	1
Las Piñas City	1	1	1	1	1
Makati City	1	1	1	1	1
Malabon City	1	1	1	1	1 SS principal with functional SGC per DM-OUHROD-2025-0349 titled "Results of the SGC Endline Data Collection"
Mandaluyong City	1	1	1	1	1
Manila	1	1	1	1	1
Marikina City	1	1	1	1	1
Muntinlupa City	1	1	1	1	1
Navotas City	1	1	1	1	2 principals with functional SGC per DM-OUHROD-2025-0349 titled "Results of the SGC Endline Data Collection"
Parañaque City	1	1	1	1	1 principal with functional SGC per DM-OUHROD-2025-0349 titled "Results of the SGC Endline Data Collection"
Pasay City	1	1	1	1	3 principals with functional SGC per DM-OUHROD-2025-0349 titled "Results of the SGC Endline Data Collection"
Pasig City	1	1	1	1	10 principals with functional SGC per DM-OUHROD-2025-0349 titled "Results of the SGC Endline Data Collection"
Quezon City	1	1	1	1	1
San Juan City	1	1	1	1	1
Taguig City & Pateros	1	1	1	1	1 principals with functional SGC per DM-OUHROD-2025-0349 titled "Results of the SGC Endline Data Collection"
Valenzuela City	1	1	1	1	19 principals with functional SGC per DM-OUHROD-2025-0349 titled "Results of the SGC Endline Data Collection"



Address: Misamis St., Bago Bantay, Quezon City
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	3 of 6



Certificate No. P1P QMS
24 93 0193



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

ENCLOSURE NO. 2: Assigned SDO and Terms of Reference

TA Learning Exchange		
ACTIVITY	RESPONSIBLE SDO & Focal Person	DEADLINE FOR SUBMISSION
Validation of documents and videos Documentation format Use STAR Approach Paper size – 26 cm x 17 cm Orientation – Portrait Font – Bookman Old Style, 11 Spacing – single, justified Margin – bleeding With SDO Logo Branding theme Photos of top officials Camera-ready, Saved in pdf and png file video saved in MP4 format, 1080P Resolution (maximum of 3 mins, focus on top 5 priorities, include SGC TA accomplishment) which follows the STAR Approach	All SGOD Chief	September 23 – October 2, 2025
1) Collection of 1-page SDO TA Accomplishments, Emerging or Notable Practices (Camera-ready, Saved in pdf and png file) 2) Content layout and cover design of Touchstone	SDO-Muntinlupa SDO-Caloocan	October 7, 2025
Usher / Usherettes, Lay <i>Note: SDO SBM Coordinators will be the Ushers and Usherettes</i>	SDO-San Juan	October 17, 2025
1) Collection of video saved in 1080P Resolution (maximum of 3 mins, focus on top 5 priorities, include SGC TA accomplishment) which follows the STAR Approach 2) Preparation of TALEx Video (maximum of 15 mins) 3) Technical Team (Powerpoint Presentation during the activity proper)	SDO-Caloocan SDO-Muntinlupa SDO-Valenzuela	1) October 7, 2025 2) October 17, 2025 3) October 22-24, 2025
Program Flow, Dry run, and	SDO-Manila	October 7, 2025



Address: Misamis St., Bago Bantay, Quezon City
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	4 of 6



Certificate No. PNP QMS 24 93 0193



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Program Proper (Host)	SDO-Quezon City	
Program Invitation, Distribution and Registration	SDO-Pasay	October 7, 2025
Stage Decoration	SDO-Mandaluyong SDO-Paranaque	October 7, 2025 <i>(submission of layout)</i>
Certificates	SDO-TAPAT	October 7, 2025
Documentation, & Articles to be posted in FB and DepEd NCR Website	SDO-Navotas City SDO-Malabon	October 7, 2025 October 17, 22-24, 2025
Physical Arrangement on October 23 & 24, 2025 <i>(including set-up of 2 pcs. Tarpaulin with pull up banner, 2 ft x 5 ft, vertical, with Standee per SDO)</i>	SDO-Marikina SDO-Las Pinas	October 22-24, 2025
Invitation for the Keynote Speaker & Request for Secretary's Message with picture and signature (camera-ready), video greetings	SDO-Pasig	October 7, 2025
Health and Safety	SDO-Makati	October 22, 23 & 24, 2025



Address: Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	5 of 6



Certificate No. PHP OMS
24 93 0193