



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

**MUNTINLUPA SCHOLARSHIP DIVISION (MSD)
MEETING WITH PUBLIC SCHOOLS' PARENT-TEACHER ASSOCIATION**

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

1. Attached is a letter from Mr. Arian Clarence L. Caballero, MBA, Head, Muntinlupa Scholarship Division, dated September 29, 2025, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Special attention is invited to the meeting details, relative to the schedule and venue of the said activity.
3. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI

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:
SCHOLARSHIP

KSJT / MUNTINLUPA SCHOLARSHIP DIVISION (MSD) MEETING WITH PUBLIC SCHOOLS' PARENT-TEACHER ASSOCIATION
409 / OCTOBER 3, 2025



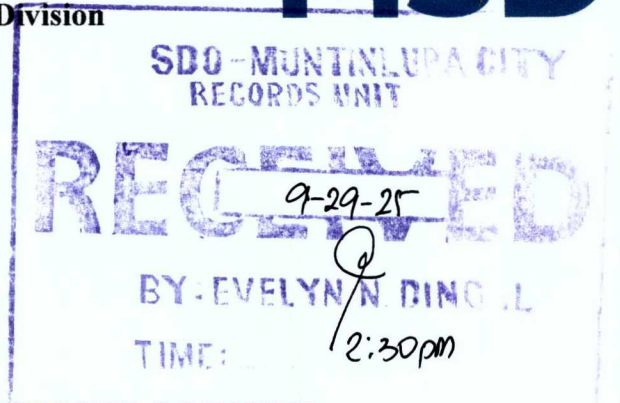
Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Muntinlupa Scholarship Division



29 SEPTEMBER 2025

DR. VIOLETA M. GONZALES

Officer In Charge
SDO- Muntinlupa



ATTENTION: PUBLIC SCHOOL SCHOLARSHIP COMMITTEE

SUBJECT: MEETING WITH PUBLIC SCHOOLS SCHOOL PARENT-TEACHER ASSOCIATION

Dear Dr. Gonzales,

Recognizing the vital role of parents in supporting the academic journey of our learners, the Muntinlupa Scholarship Division seeks to strengthen its partnership with the School Parent-Teacher Associations (SPTAs) of public schools. In this regard, we respectfully invite **four (4) SPTA officers from each public school** to a coordination meeting to discuss the following:

1. Updates on the **High School and Elementary Learners Educational Assistance Program (HELP) guidelines;**
2. Other pertinent matters related to the Muntinlupa Scholarship Program.

Meeting Details:

- **Date:** October 04, 2025
- **Venue:** Museo ng Muntinlupa
- **Time:** 9:00am – 12:00nn

We look forward to your continued support. Thank you very much.

Very respectfully yours,


ARIAN CLARENCE L. CABALLERO, MBA
Head