



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

**Office of the Schools Division  
Superintendent**

**NOV 17 2025**

**NOTICE OF MEETING**

November 12, 2025

TO : Dr. Lilia A. Ricero  
Dr. John Albert B. Colle  
Dr. Carmen D. Solayao  
Ms. Emalyn M. Ballonado  
Dr. Jhemson D. Elis  
Dr. Meniano D. Eborra  
Ms. Phoebe R. Arroyo  
Ms. Ivy M. Romano

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

DATE : Monday, November 17, 2025

TIME : 1:30 P.M.

VENUE : 4<sup>th</sup> Floor Activity Center, SCLS Building. Centennial Ave. Tunasan,  
Muntinlupa City

SUBJECT : **Meeting on the preparation of the Research Training (Skill  
Building Workshop: Utilizing the Action Research Toolkit)**

AGENDA

1. Discussion of the training objectives and target participants
2. Assignment of roles and responsibilities
3. Preparation of materials, logistics, and resource persons
4. Other related matters

PRA/NM  
150 /November 12, 2025

NOM-2025-150



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