



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent


NOV 14 2025

MEMORANDUM

**REITERATION OF WARNING AGAINST FALSE SOLICITATION IN THE NAME OF
THE CITY MAYOR AND/OR CITY ADMINISTRATOR**

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

1. Attached is a memorandum from Engr. Allan A. Cachuela, City Administrator, City Government of Muntinlupa, dated November 7, 2025, informing all concerned on the Reiteration of Warning Against False Solicitation in the name of the City Mayor and/or City Administrator for the information of all concerned.
2. Particular attention is invited to paragraph 2, which describes the modus operandi of individuals impersonating the city mayor, city administrator, department heads, or high-ranking elected officials. These impersonators request favors from suppliers and contractors through phone calls, text messages, or direct messages on social media, especially after they have allegedly received check payments from prior transactions with the city government.
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

Encl.: as stated
References: as stated
To be indicated in the Perpetual Index
Under the following subjects:

WARNING NO SOLICITATION EMPLOYEES TEACHERS LEARNERS

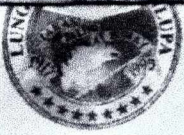
ALLOASDS/WARNING AGAINST FALSE SOLICITATION
475 / November 13, 2025

UN-2025-475



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
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Nov-2025-0260



CITY GOVERNMENT OF MUNTINLUPA
OFFICE OF THE CITY ADMINISTRATOR



Memo

To : All Departments and Offices of the City Governments;
All Accredited Suppliers and Contractors of the City Government

From : The City Administrator

Date : 07 November 2025

Subject : Reiteration of Warning Against False Solicitation in the Name of the City Mayor and/or City Administrator

On 16 August 2023, the Office of the City Administrator issued a Memo to warn all concerned not to fall victim, entertain or consider any request from individuals and/or groups soliciting or asking for financial help using the name of the Office of the City Mayor and/or this office. This Memo is being issued as a reiteration of the earlier directive.

The modus operandi involves them pretending to be the City Mayor, the City Administrator, Head of Department, or a highly placed elected official or officer, whether local or national, asking for favors from suppliers and contractors, made via phone call, text message or direct message on social media, especially after they have purportedly secured check payments from previous transactions with the City Government.

In no instance in the past, in the present, nor in the future has the City Mayor and/or City Administrator solicited or asked for favor of this nature. Neither do they condone any city elected official or officer to perform such act. All concerned shall report to this office any communication of this nature and appropriate action shall be taken.

The General Services Office (GSO) and other related departments and offices dealing with suppliers and contractors are ordered to reiterate/disseminate this directive to them.

For the information and strict compliance of all concerned.


Engr. ALLAN K. CACHUELA

cf : Rozzano Rufino B. Biazon, City Mayor

CENTRAL RECORDS DIVISION
RECEIVED
DATE: 7/11/2025 TIME: 7:19

