



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

Office of the Schools Division
Superintendent

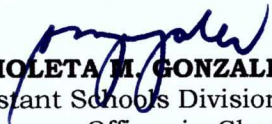
DEC 12 2025

MEMORANDUM

YEAR-END CAPACITY-BUILDING OF THE DIVISION MANAGEMENT COMMITTEE

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

1. This Office announces the conduct of the **Year-End Capacity-Building of the Division Management Committee** on **December 15, 2025, from 11:00 a.m. to 4:00 p.m.** at **Vivere Hotel, Alabang, Muntinlupa City**.
2. The activity aims to strengthen division-level leadership, enhance governance practices, and align strategic directions as we prepare for the upcoming year. It will also provide an avenue for collaborative reflection on organizational performance, priorities, and ways forward.
3. All Division Management Committee members, including SDO Officials (Chiefs, Supervisors and Unit Heads) and School Heads, are enjoined to attend this session and to actively participate in the discussions and workshops.
4. For information of all concerned.


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

Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects
ACTIVITY OFFICE SCHOOLS

MRAO/Memo/YEAR-END
521 12/12/2025

UN-2025-521



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