



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

Office of the Schools
Division Superintendent

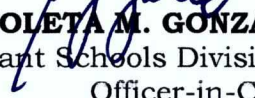
DEC 19 2025

MEMORANDUM

**MANDATORY PARKING OF ALL SERVICE VEHICLES EFFECTIVE
DECEMBER 22, 2025 AT SCHOOLS DIVISION OFFICE (SDO)**

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. In the interest of efficiency, security, and the proper management of government property, all personnel are hereby informed that effective December 22, 2025, all division service vehicles are strictly required to be parked at the Schools Division Office (SDO) parking area.
2. All vehicle keys shall be surrendered to the Administrative Officer or the designated Security Guard on duty immediately upon parking.
3. For strict compliance 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
Reference: None
To be indicated in the **Perpetual Index**
Under the following subjects:

MB/NAV/DM – MANDATORY CENTRALIZED PARKING OF ALL SERVICE VEHICLES EFFECTIVE DECEMBER 22, 2025 AT SCHOOLS DIVISION OFFICE (SDO)

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