



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

**Office of the Schools Division  
Superintendent**

**NOTICE OF MEETING  
January 12, 2026**

TO: All Public and Private Elementary and Secondary Schools  
Heads/OICs, Administrators  
All Others Concerned

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

DATE/TIME: January 17, 2026, 10:00 AM

VENUE: YASDO Training Centre, Ayala Malls South Park Centre  
Alabang, Muntinlupa City

SUBJECT: Coordination Meeting of Public and Private School Sports  
Coordinators

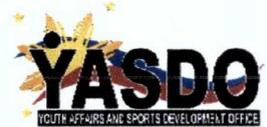
AGENDA: To discuss the following:

1. Batang Munti-Palarong Panglungsod
2. Coaches Capacity Building
3. Other Matters

ECE/: Coordination Meeting of Public and Private School Sports Coordinators  
/December 12, 2026 / 012



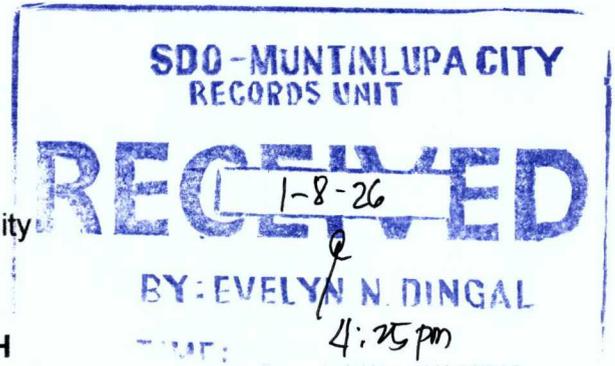
Republic of the Philippines  
CITY GOVERNMENT OF MUNTINLUPA  
Youth Affairs and Sports Development Office



January 08, 2026

**VIOLETA GONZALES**  
Schools Division Superintendent  
**SCHOOLS DIVISION OFFICE**  
Centennial Avenue, Laguerta, Tunasan, Muntinlupa City

Thru: **EDISON C. ENERLAS**  
Education Supervisor in MAPEH



Dear Ma'am Gonzales;

The City Government of Muntinlupa, through the Youth Affairs and Sports Development Office, is requesting for a **Meeting with the Teacher – Sports Coordinators** on the following agenda: **Batang Munti - Palarong Panglungsod and Coaches Capacity Building (LGU, Public and Private Schools)** aimed to enhance and complement the skills of teacher-coaches, furnishing them with the essential tools to effectively nurture young grass roots athletes and foster sports excellence.

Additionally, to **collaborate the City Sports Programs** with the initiative to identify, capacity build and nurture talented teacher-coaches to be regarded in our pool of sports mentors. Scheduled on **January 17, 2026, 10:00 am, YASDO Training Centre, Ayala Malls South Park Centre, Muntinlupa City**, this serves as a pivotal moment for community sports advancement.

In connection with this, we seek your support and kind approval for the issuance of a **Schools Division Memorandum** to facilitate the active participation of public and private school, teacher - Sports Coordinator representative per School.

We sincerely appreciate your continuous support for the Sports Development Programs.

Sincerely,

  
**CYNTHIA B. VIACRUSIS**  
Department Head II, YASDO