



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

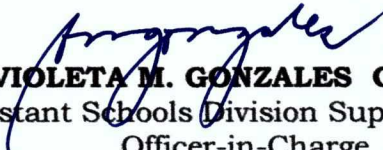
JAN 09 2026

MEMORANDUM

**ADDENDUM TO UNNUMBERED DIVISION MEMORANDUM: UPDATED
LIST OF PARTICIPANTS FOR THE FREE AMATEUR RADIO
SEMINAR FOR DISASTER PREPAREDNESS**

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
All Others Concerned

1. In line with the Unnumbered Division Memorandum, the above-mentioned activity will be conducted in batches on Saturdays—January 10, 17, 24, and 31, 2026—at the SDO Conference Room to prevent disruption of classes.
2. The updated lists of participants are attached for your reference.
3. All DepEd personnel who participated in the events are entitled to Service Credits or Compensatory Time Off (CTO), in accordance with DepEd Order No. 53, s. 2003: Updated Guidelines on the Grant of Vacation Service Credits for Teachers and CTO for SDO personnel.
4. All other provisions and details in the Unnumbered Division Memorandum, including the attached letter from Mr. Francis M. Formalejo, shall remain in effect.
5. 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:

SCOUTING COMMUNICATIONS TRAINING ACTIVITIES

ELK/DM/ADDENDUM TO THE MUNTINLUPA CITY COUNCIL SCOUTING ACTIVITY FOR THE MONTH OF NOVEMBER

003 /January 5, 2026

UN-2026-003



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City

8805-9935, 8805-9940



sdo.muntinlupa@gmail.com

deped-muntinlupa.com



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

Enclosure

Updated List of Participants

Date: January 10, 2026; 8:00 AM – 5:00 PM

Batch 1 – School DRRM Coordinators

Elementary

No.	School ID	School	SDRRM Coordinator (Non-Teaching)
1	136908	Alabang Elementary School	Michael F. Domingo
2	228502	Filinvest Alabang Elementary School	Michael F. Domingo
3	136909	Bagong Silang Elementary School	
4	136910	Bayanan Elementary School Unit I	Melanio Jr. R. San Jose Mark Anthony B. Cayanan
5	136899	Bayanan Elementary School (Main)	Melanio Jr. R. San Jose Joey A. Pampo
6	136911	Buli Elementary School	Marie Ann Esmeria (SH)
7	136912	Cupang Elementary School	Hermania P. Raymundo
8	136913	Cupang Elementary School Annex	Ryan R. Creencia (Driver)
9	136900	F. De Mesa Elementary School	Emmanuel Dizon (Driver)
10	136901	Itaas Elementary School	John Lord G. Vivo Jose Entena
11	228501	Poblacion Elementary School	Chipripaul Marmeto
12	500439	Lakeview Integrated School	Eileen E. Sioao
13	136903	Muntinlupa Elementary School	John Lord G. Vivo Emmie Z. Sibulo
14	136904	Putatan Elementary School	Melanio Jr. R. San Jose
15	136905	Soldiers' Hills Elementary School	Eileen E. Sioao
16	136915	Sucacat Elementary School SitioPagkakaisa Annex (Z3)	Dennis F. Medallada
17	136915	Sucacat Elementary School SitioPagkakaisa Annex (Z4)	Archie A. Acosta
18	136914	Sucacat Elementary School	Michael F. Domingo Nessie Mariano
19	136906	Tunasan Elementary School	Eileen E. Sioao Christian B. Dullavin
20	136907	Victoria Homes Elementary School	John Lord G. Vivo



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

SECONDARY

No.	School ID	School	SDRRM Coordinator (Non-Teaching)
21	500438	Lakeview Integrated School	Edwin L. Abalos
22	305471	Muntinlupa Business High School – Main	Raymond Moreno
23	320702	Muntinlupa Business High School - Sucat Annex	Ken Rongavilla
24	320701	Población National High School	Ryan G. Vivar
25	305468	Muntinlupa National High School	DAIFE C. OLAIRA
26	320704	Tunasan National High School	Danica Rocha
27	305469	Muntinlupa Science High School	Joseph C. Alegria (CSO) Rufino M. Magtibay (CSO)
28	305470	Pedro E. Diaz High School	Rogelio M. Cabanting

SENIOR HIGH SCHOOL

No.	School ID	School	SDRRM Coordinator (Non-Teaching)
29	303450	Cupang Senior High School	Raymart D. Las Pinas
30	305468	Muntinlupa National High School	Adrain Surnaba
31	320704	Tunasan National High School	Ariel Sustiendo
32	305469	Muntinlupa Science High School	Fritze San Pedro
33		Sucate Senior High School	Kinnie Jane F. Casquero



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

Date: January 17, 2026; 8:00 AM – 5:00 PM

Batch 2 – BSP Commissioners and Institutional Coordinators

INSTITUTIONAL (SCHOOL) DISTRICT-DIVISION SCOUT COORDINATORS

School	Name
District 1	
Muntinlupa Elementary School	Analyn N. Tayo
Itaas Elementary School	Mark Anthony R. Grande
Poblacion Elementary School	Shaira D. Brecia
Victoria Homes Elementary School	Joey Pabor
Tunasan Elementary School	Nomie H. Mercado
Putatan Elementary School	Eugene Placio
Lakeview Integrated School	Joraelyn M. Barrientos
Soldiers Hills Elementary School	Ivan B. Leynes
F. de mesa Elementary School	Mark Joseph Salazar
Bayanan Elementary School Main	Cielo R. Tojos

District 2	
Alabang Elementary School	Romnick G. Padolina
Bayanan Elementary School Unit I	Marinel D. Buted
Filinvest Alabang Elementary School	Lito T. Evangelista
Cupang Elementary School Main	Rossel Andrea Y. Divina
Cupang Elementary School Annex	Reynalyn L. Caspillo
Buli Elementary School	Arnold A. Abella
Bagong Silang Elementary School	Jessie T. Castelo
Sucac Elementary School Main	EVELYN L. BALIONG
Sucac Elementary School Zone 3 Annex	Theresa L. Seagarino
Sucac Elementary School Zone 4 Annex	



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

INSTITUTIONAL DISTRICT- DIVISION SCOUT COORDINATORS

Secondary School	
Muntinlupa National High School	Jason Abir
Poblacion National High School	Mark G. Buñales
Tunasan National High School	Danica Anna C. Rocha
Muntinlupa Science High School	Elma Dapulaza
Lakeview Integrated School	Pamela H. Galvez
Pedro Diaz High School	Rogelio M . Cabanting Jr
Muntinlupa Business High School Main	Enen A. Medina
Muntinlupa Business High School Sucat Annex	Cherryl Anne Pajarillo
Senior High School	
Cupang Senior High School	Melanie Galut
Sucat Senior High School	Lyn Mar P. Danugo
District Coordinators	
District 1	Elma Dapulaza
District 2	Louise Pamela Apacible
Division Scout Coordinator	
	Eduardo L. Kondo



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

LIST OF PARTICIPANTS FOR THE MUNTINLUPA COUNCIL MEETING

No.	Name	Position	School
1	Eduardo L. Kondo, WBH	Project Development Officer II, DRRM Division BSP Focal Person	Schools Division Office
2	Jacinto B. Tallud, ALT	DCC for Program	CESM
3	Marlon R. Parreno, ALT	DCC for Training	VHES
4	Lyka G. Piano, WBH	DCC for KID Scouts	CESM
5	Sara T. Palaganas, WBH	DCC for KAB Scouts	VHES
6	Jessie T. Castelo, WBH	DCC for Boys Scouts	BSES
7	Alcer Kenn S. Rongavilla, WBH	DCC FOR Senior Scouts Coor Messenger of Peace	MBHS-SA
8	Zyra A. Trimidal, WBH	DCC for Rover Scouts	PNHS
9	Cherry Anne C. Pajarillo, WBH	DCC for PR Coordinator Earth Tribe	MBHS-SA
10	Rogelio M. Cabanting, WBH	DCC for Community	PEDHS
11	Elma D. Dapulaza, WBH	District 1 Coordinator	MSHS
12	Pamela Louise R. Apacible, WBH	District 2 Coordinator	MBHS-SA
13	Dennis B. Romano, ALT	Chair for Advancement	CESM
14	Shella C. Navarro, WBH	District 1 Commissioner	MES
15	Edizer S. Laqueo, WBH	District 2 Commissioner	CESM

Date: January 24, 2026; 8:00 AM – 5:00 PM
Batch 3: Outdoorsman Ranks (Senior Scouts)

Date: January 31, 2026; 8:00 AM – 5:00 PM
Batch 4: Venturer Ranks (Senior Scouts)



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NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

FREE AMATEUR RADIO SEMINAR FOR DISASTER PREPAREDNESS

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

1. Attached is a letter from Mr. Francis M. Formalejo, Club President, Pyramid Radio Society, Inc., DV1PRS, dated October 20, 2025, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Please see the attached list of participants, for reference. Likewise, the participants to the said activity shall be subject to the no-disruption of classes policy as stipulated in DepEd Order No.9 s. 2005, titled "Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith."
3. Queries may be directed to the BSP Coordinator, Mr. Eduardo L. Kondo, Project Development Officer II, DRRM, Schools Division Office of Muntinlupa at contact number 0966-524-0873.
4. 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:

COMMUNICATIONS TRAINING ACTIVITIES

ELK/DM/FREE AMATEUR RADIO SEMINAR FOR DISASTER PREPAREDNESS

441 /October 27, 2025

UN-2025-441



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City

8805-9935, 8805-9940

sdo.muntinlupa@gmail.com

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UN-2025-441



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

INSTITUTIONAL (SCHOOL) DISTRICT-DIVISION SCOUT COORDINATORS

School	Name
District 1	
Muntinlupa Elementary School	ANALYN N. TAYO
Itaas Elementary School	MARK ANTHONY R. GRANDE
Poblacion Elementary School	SHAIRA D. BRECIA
Victoria Homes Elementary School	JOEY PABOR
Tunasan Elementary School	NOMIE H. MERCADO
Putatan Elementary School	EUGENE PLACIO
Lakeview Integrated School	JORAELYN M. BARRIENTOS
Soldiers Hills Elementary School	IVAN B. LEYNES
F. de mesa Elementary School	MARK JOSEPH SALAZAR
Bayanan Elementary School Main	CIELO R. TOJOS

District 2	
Alabang Elementary School	ROMNICK G. PADOLINA
Bayanan Elementary School Unit I	MARINEL D. BUTED
Filinvest Alabang Elementary School	LITO T. EVANGELISTA
Cupang Elementary School Main	ROSSEL ANDREA Y. DIVINA
Cupang Elementary School Annex	REYNALYN L. CASPILLO
Buli Elementary School	ARNOLD A. ABELLA
Bagong Silang Elementary School	JESSIE T. CASTELO
Sucat Elementary School Main	EVELYN I. BALIONG
Sucat Elementary School Zone 3 Annex	THERESA L. SEAGARINO
Sucat Elementary School Zone 4 Annex	



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NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

INSTITUTIONAL DISTRICT- DIVISION SCOUT COORDINATORS

Secondary School	
Muntinlupa National High School	JASON ABIR
Poblacion National High School	MARK G. BUÑALES
Tunasan National High School	DANICA ANNA C. ROCHA
Muntinlupa Science High School	ELMA DAPULAZA
Lakeview Integrated School	PAMELA H. GALVEZ
Pedro Diaz High School	ROGELIO M . CABANTING JR
Muntinlupa Business High School Main	ENEN A. MEDINA
Muntinlupa Business High School Sucat Annex	CHERRYL ANNE PAJARILLO
Senior High School	
Cupang Senior High School	MELANIE GALUT
Sucate Senior High School	LYN MAR P. DANUGO
District Coordinators	
District 1	ELMA DAPULAZA
District 2	LOUISE PAMELA APACIBLE
Division Scout Coordinator	EDUARDO L. KONDO

List of DRRM School Coordinators

Elementary

No.	School ID	School	SCHOOL HEAD/OIC	SDRRM Coordinator (Non-Teaching)	Alternate (Teacher Coordinator)
1	136908	Alabang Elementary School	Dr. Aurora S. Bartolaba	Michael F. Domingo	JONAS MARCELLANA
2	228502	Filinvest Alabang Elementary School	Alma O. Bituin (OIC)	Michael F. Domingo	MHERFE E. LUMBANG
3	136909	Bagong Silang Elementary School	Felipe W. Marapao		JESSIE T. CASTELO
4	136910	Bayanan Elementary School Unit I	Dr. Jane May Valbuena	Melanio Jr. R. San Jose Mark Anthony B. Cayanan	JANINE A. TAN
5	136899	Bayanan Elementary School (Main)	Dr. Buena C. Dela Cruz	Melanio Jr. R. San Jose Joey A. Pampo	ALLAN ADOPTANTE
6	136911	Buli Elementary School	Marie Ann R. Esmeria	Marie Ann Esmeria (SH)	ARIEL CRUZ
7	136912	Cupang Elementary School	Edizer S. Laqueo	Hermania P. Raymundo	JOHN P. CRUZ
8	136913	Cupang Elementary School Annex	Dr. Theresa C. Dela Rosa	Ryan R. Creencia (Driver)	NEMIE DOMINGO
9	136900	F. De Mesa Elementary School	Maria Hazel B. Hernandez	Emmanuel Dizon (Driver)	REYNOLD D. LOPEZ
10	136901	Itaas Elementary School	Rhodora V. Mandap	John Lord G. Vivo Jose Entena	DIOSDADO MELICADO Jr.
11	228501	Poblacion Elementary School	Dr. Raul T. Felix	Chipripaul Marmeto	JONATHAN Q. DELA CRUZ
12	500439	Lakeview Integrated School	Dr. Rosendo E. Sangalang	Eileen E. Sioao	MALBAR CABREJAS
13	136903	Muntinlupa Elementary School	Dr. Shella C. Navarro	John Lord G. Vivo Emmie Z. Sibulo	NORMAN C. RIVERA
14	136904	Putatan Elementary School	Hilario G. Canasa	Melanio Jr. R. San Jose	CATHERINE V. OBRA
15	136905	Soldiers' Hills Elementary School	Dr. Antonio C. Gagala	Eileen E. Sioao	OWEN EARL D. BAUTISTA
16	136915	Sucac Elementary School SitioPagkakaisa Annex (Z3)	Jaime G. Bautista (OIC)	Dennis F. Medallada	JESRAEL SAMOLDE
17	136915	Sucac Elementary School SitioPagkakaisa Annex (Z4)	Jaime G. Bautista (OIC)	Archie A. Acosta	JESSA G. LLAGUNO
18	136914	Sucac Elementary School	Dr. Jennifer S. Joson	Michael F. Domingo Nessie Mariano	CEDIE V. MACASINAG
19	136906	Tunasan Elementary School	Olivia G. Elloso	Eileen E. Sioao Christian B. Dullavin	MARCELINO T. ASAS
20	136907	Victoria Homes Elementary School	Reynaldo O. Comisario	John Lord G. Vivo	JOEY PABOR

SECONDARY

No.	School ID	School	SCHOOL HEAD/OIC	SDRRM Coordinator (Non-Teaching)	Alternate (Teacher Coordinator)
21	500438	Lakeview Integrated School		Edwin L. Abalos	ADONIS TROY A. GARCIA
22	305471	Muntinlupa Business High School - Main		Raymond Moreno	ARGEL A. HEK
23	320702	Muntinlupa Business High School - Sucat Annex	Jinky DC. Santos	Jinky DC Santos	Mark Anthony Abe
24	320701	Poblacion National High School	Eden B. Binaday	Ryan G. Vivar	MARK ANTHONY G. BUÑALES
25	305468	Muntinlupa National High School	Dr. Rosendo E. Sangalang	DAIFE C. OLAIRA	
26	320704	Tunasan National High School	Vilma S. Vioria		Ariel P. Sustituendo
27	305469	Muntinlupa Science High School	Dr. Ador B. Querubin	Joseph C. Alegria (CSO) Rufino M. Magtibay (CSO)	John Fitz Gerald M. San Pedro
28	305470	PEDRO E. DIAZ HIGH SCHOOL	Dr. Antonio B. Rocha	Rogelio M. Cabanting	

SENIOR HIGH SCHOOL

No.	School ID	School	SCHOOL HEAD/OIC	SDRRM Coordinator (Non-Teaching)	Alternate (Teacher Coordinator)
29	303450	Cupang Senior High School	Mr. Jason Albaro	Raymart D. Las Pinas	
30	305468	Muntinlupa National High School	Dr. Florante C. Marmeto		
31	320704	Tunasan National High School	Vilma S. Vioria		CLAUDINE FARROL GOROSPE
32	305469	Muntinlupa Science High School	Dr. Ador B. Querubin		ADRIAN A SURNABA
33		Sucate Senior High School	Dr. Jay Boy Evano (PSDS)	Kinnie Jane F. Casquero	
		Alternate Learning System		Nery Lorenzo	



RECEIVED BY:
WV 10/20/25 - 11:40am
MARLON A. SALONGA
SDO-MUNTINLUPA (RECORDS UNIT)

20 October 2025

DR. VIOLETA M. GONZALES, CESO VI
OIC and Superintendent School Division Office
Office of the School Division Office
Laguerta St., Tensuan Site,
Poblacion, Muntinlupa City

Attention: MR. EDUARDO L. KONDO
Project Development Officer II - DRRM
School Division Office Coordinator

Subject: Proposal for a Free Amateur Radio Seminar for Disaster Preparedness

Introduction

This outlines a plan to conduct a free amateur radio orientation seminar for school officials, teachers, and staff. The aim is to bolster disaster preparedness and emergency communication capabilities within the school division. This initiative is particularly timely given "***Our town's proximity to a fault line***". By establishing a reliable, independent communication system, the school division can ensure safety and maintain order during critical events when traditional communication infrastructure may fail.

Justification: Amateur Radio's Role in Disaster Response

The use of amateur radio, or "ham radio," is recognized globally as a critical component of disaster management and emergency communication.

- **Reliability during infrastructure failure:** Amateur radio operates independently of commercial power and cellular networks, which are often the first systems to fail in a disaster. This provides a crucial backup communication link for coordinating relief efforts, tracking personnel, and managing shelters.
- **Rapid deployment and flexibility:** Volunteer operators can quickly set up mobile radio stations in affected areas, providing communication where it is needed most.

"Connecting voices, stories, and cultures across borders."

DX1PRS Calling Frequency: VHF 145.340MHz | UHF Repeater 434.150 (TX) 439.150 (RX)
Digital Nodes: ALLSTARLINK 54453 | ECHOLINK DX1PRS-R 562316
DMR TGIF Takgroup 53473 | YSF/C4FM PH-DX1PRS 51534

2-47



- On-the-ground intelligence: Amateur radio operators provide real-time situational awareness to emergency management agencies, helping them prioritize response and resource allocation.
- Promotes self-reliance: Integrating amateur radio knowledge into the school system fosters a culture of self-sufficiency, empowering staff to manage critical communication needs during crises.

The seminar aims to achieve the following objectives:

- Introduce amateur radio: Provide an overview of amateur radio, its non-commercial public service nature, and its vital role in disaster and emergency communications.
- Demonstrate equipment: Showcase various amateur radio communications equipment, different types of antennas, and their applications.
- Explain licensing requirements: Inform participants about the licensing process regulated by the National Telecommunications Commission (NTC) and the paths available to become a licensed amateur radio operator.
- Inspire future communicators: Encourage school personnel and, eventually, students to explore amateur radio as both a public service and an educational pursuit in science, technology, and electronics.

Seminar details:

- Title: Amateur Radio for Disaster Preparedness: An Orientation for School Safety.
- Participants: School Disaster Risk Reduction and Management (DRRM) Coordinators, administrators, and other key school personnel responsible for safety.
- Speakers: Experienced and licensed ham radio operators from Pyramid Radio Society Inc., a non-stock profit organization since 1990 registered with Security and Exchange Commission (SEC), affiliated with Philippine Amateur Radio Association (PARA) and accredited by the National Telecommunication Commissions (NTC).
- Format: The seminar will be completed in a 4 hour orientation combining informative lectures with interactive equipment demonstrations.
- Materials: We will provide essential information for the presentation, demonstration of equipment, and basic amateur radio operations to make the learning process engaging.

"Connecting voices, stories, and cultures across borders."

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Digital Nodes: ALLSTARLINK 54453 | ECHOLINK DX1PRS-R 562316

DMR TGIF Takgroup 53473 | YSF/C4FM PH-DX1PRS 51534



Call to Action

We respectfully request the approval of the School Division Office to conduct this free orientation seminar at your respective offices and convenient schedules. We are confident that this initiative will significantly enhance our disaster preparedness and communication capabilities. We would be grateful for the opportunity to coordinate with your office regarding a suitable date and venue for the seminar.

Thank you for your time in reviewing this proposal. We are confident that this partnership will significantly strengthen the School Division to build a more resilient and communication-ready school community and emergency communication capabilities. Please feel free to reach out to us to schedule a presentation or to discuss how we can best support your safety office.

Sincerely,

FRANCIS M. FORMALEJO, DV1ULM

Club President

Pyramid Radio Society, Inc., DX1PRS

M: +63 917 575 5456

E: cq@dx1prs.org | ulm@dx1prs.org

"Connecting voices, stories, and cultures across borders."

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