



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

MEMORANDUM

**SUBMISSION OF 2026 TARA, BASA! MASTERLIST OF LEARNERS
AND PARENTS/ GUARDIANS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary School Heads/ OICs
All Other Concerned

1. Attached is a letter from Elma S. Salamat, Director III, Deputy Program Manager, Tara, Basa! Tutoring Program - NPMO dated January 8, 2026, on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Particular attention is invited to Paragraph Nos. 1 and 2.
3. School Heads through their designated TBTP School Focal Persons are directed to facilitate the completion and submission of the said masterlist. Schools may access the masterlist template through this link: <https://tinyurl.com/DepEdMasterlistTemplate>.
4. Enclosed is the no. of allocation per school and instructions in filling up the masterlist, for reference.
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:

LEARNERS

LISTS

LITERACY

JABC/ Submission of 2026 Tara, Basa! Masterlist of Learners & Parents/ Guardians
019 / January 21, 2026

UN-2026-019





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(Enclosure No. 1: Allocation per School)

**TARA, BASA! TUTORING PROGRAM TARGET BENEFICIARIES PER SCHOOL
FOR CY 2026 IN SDO-MUNTINLUPA CITY**

School	READING PROFILE				NO. OF BENEFICIARIES	NO. OF TUTORS	No. Shadow Teachers	NO. OF YDWS	NO. OF ROOMS
	LOW EMERGING READER			%					
	Male	Female	Total						
1. Bayanan ES-MAIN	144	144	288	7.19	36	7	2	3	10
2. F. De Mesa ES	74	51	125	3.12	16	3	1	2	5
3. Itaas ES	102	84	186	4.65	23	5	2	2	7
4. Lakeview Intgd. Sch.	115	95	210	5.24	26	5	2	2	7
5. Muntinlupa ES	238	196	434	10.84	55	11	5	5	16
6. Putatan ES	99	97	196	4.90	25	5	2	2	7
7. Poblacion ES	317	264	581	14.51	73	15	5	7	22
8. Soldiers' Hills ES	72	35	107	2.67	13	3	1	2	5
9. Tunasan ES	111	123	234	5.84	29	6	2	3	9
10. Victoria Homes ES	91	88	179	4.47	23	5	2	2	7
11. Alabang ES	275	260	535	13.36	67	13	4	6	19
12. Bayanan ES-Unit 1	102	78	180	4.50	23	5	2	2	7
13. Bagong Silang ES	18	34	52	1.30	7	1	1	1	2
14. Buli ES	41	29	70	1.75	9	2	1	1	3
15. Cupang ES-Annex	28	21	49	1.22	6	1	1	1	2
16. Cupang ES-Main	158	146	304	7.59	38	8	3	4	12
17. Filinvest Alabang ES	22	23	45	1.12	6	1	1	1	2
18. Sucat ES-Main	72	66	138	3.45	17	3	1	2	5
19. SESSPA-Zone 3	28	24	52	1.30	7	1	1	1	2
20. SESSPA-Zone 4	21	18	39	0.97	5	1	1	1	2
TOTAL	2128	1876	4004	100.00	504	101	40	50	151

*Note: Actual encoded results of CRLA-BoSY, SY 2025-2026



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(Enclosure No. 2: General Instruction in Filling up the Masterlist)

**GENERAL INSTRUCTIONS IN FILLING UP THE MASTERLIST
(FOR LEARNERS & PARENTS)**

1. The learner should belong to poor, low- or no-income families based from the assessment of DSWD Listahan or other assessment tool.
2. The learners should be identified as low emerging reader and high emerging reader by DepEd for FO III, IVA, IVB, V, VII, VIII, IX, X, XII, CARAGA and NCR.
3. The parent/ guardian of learners voluntarily signed the Parents' Consent for his/her child.
4. The parents/ guardians are willing to devote time for Nanay-Tatay Teacher Sessions
5. Name of parent/ guardian in this masterlist should be consistent to the government issued ID.

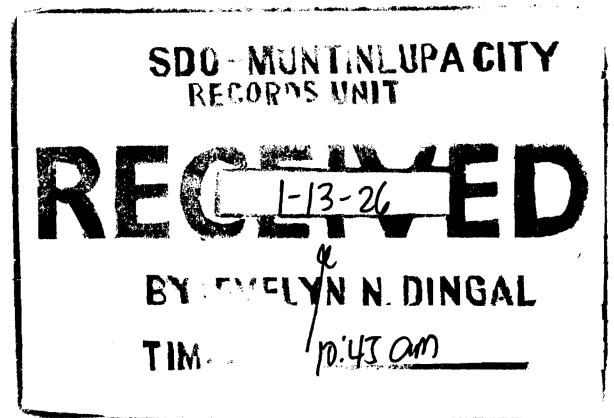
List of accepted IDs, which include but not limited to:

- TIN ID
 - Voter's ID
 - Voter's Certification
 - SSS ID
 - UMID
 - Postal ID
 - Driver's License (Not expired)
 - Philippine Passport (Not expired)
 - Barangay ID (Not expired)
 - PhilHealth ID
 - PRC ID (Not expired)
 - PWD ID (Not expired)
 - Senior Citizen's ID
 - PhilSys ID / Proof of Registration
6. Once masterlist is finalized, no substitutions will be allowed.
 7. Parent/ Guardian's substitute may be listed provided that the parents of learner issued Authorization Letter.
 8. No minors shall be allowed for Nanay-Tatay Session.
 9. The parent/ guardian should have no other obligations with other organizations/ parties that might disrupt or interfere with the conduct of Nanay-Tatay Session.



8 January 2026

DR. JOCELYN DR ANDAYA
Regional Director
Department of Education - National Capital Region
Misamis Street, Bago Bantay, Quezon City



Attention: **MS. MARICAR A. BANGIT**
Education Program Supervisor, DepEd NCR

ALL SCHOOLS DIVISIONS SUPERINTENDENTS
Schools Division Offices - NCR

ALL DESIGNATED TARA, BASA! TUTORING PROGRAM FOCALS
School Division Office - NCR

Dear Director Andaya:


This refers to the implementation of the Tara, Basa! Tutoring Program for CY 2026 in the National Capital Region. In preparation for the CY 2026 implementation, the Tara, Basa! Tutoring Program - National Program Management Office (NPMO) respectfully requests the assistance of the **Schools Division Offices (SDOs)**, through its **DepEd - Tara, Basa focal persons**, in the official endorsement to the NPMO the **Masterlist of final actual learners and parents/guardians**.

Kindly submit the duly endorsed masterlist on or before **23 January 2026** to facilitate the timely program preparations.

For any inquiries, your staff may contact **Ms. Nadjua D. Shiek**, Project Development Officer III of Tara, Basa! Tutoring Program, through mobile number 0907-338-0763 or email address ndsheik@dswd.gov.ph, copy furnishing tbtp@dswd.gov.ph.

Thank you for your continued support and understanding.

Very truly yours,


ELMA S. SALAMAT
Director III
Deputy Program Manager
Tara, Basa! Tutoring Program - NPMO