



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

Office of the Schools Division  
Superintendent

JAN 23 2026

**MEMORANDUM**

**SUBMISSION OF LIST OF AWARDS FOR THE 2025 ANNUAL  
ACCOMPLISHMENT REPORT MAGAZINE**

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

1. Attached is **City Government of Muntinlupa Memorandum MNE 2026-01-05**, dated January 19, 2026, on the above-captioned subject, the contents of which are self-explanatory, for the information and compliance of all concerned.

2. In line with the preparation of the 2025 Annual Accomplishment Report (AAR) Magazine of the Schools Division, all public and private schools, as well as Division Office units, are hereby directed to submit the list of awards, recognitions, and distinctions received for Calendar Year 2025.

3. This activity aims to ensure the accurate, timely, and comprehensive documentation of achievements of the Schools Division for inclusion in the said publication.

4. To facilitate timely and organized consolidation, concerned offices are requested to submit the required information by accomplishing the official Google Sheets form through the link below on or before **January 28, 2026**:  
**<https://tinyurl.com/mr3e2pke>**.

The spreadsheet shall contain the following information:

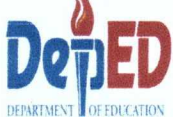
- Name of School / Office
- Title of Award / Recognition
- Award-Giving Body / Organization
- Date and Place Awarded
- Google Drive Link for Uploaded Supporting Documents (e.g., certificates, photos)
- Facebook Post Link (if applicable)

5. All submitted information shall be subject to validation. Incomplete entries and submissions without supporting documents shall not be included in the Annual Accomplishment Report Magazine.

6. For inquiries and clarifications, please email the SGOD-Planning & Research Section at [planning.sdomuntinlupa@deped.gov.ph](mailto:planning.sdomuntinlupa@deped.gov.ph).

028

UN-2026-028



Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City  
84237560, 84237561, 84237562  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)


028



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

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7. For immediate dissemination and strict compliance.

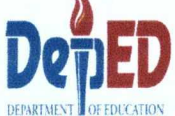
  
**VIOLETA M. GONZALES, CESO VI**  
Asst. Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure: none  
References: as stated  
To be indicated in the Perpetual Index  
under the following subjects:

ANNUAL ACCOMPLISHMENT REPORT  
AWARDS  
SCHOOL

JDN/DM/Submission of List of Awards for the 2025 Annual Accomplishment Report Magazine  
028 / January 12, 2026

UN-2026-028

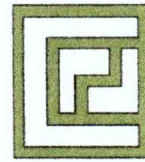


Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City  
84237560, 84237561, 84237562  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)



MNE 2026-01-05

Republic of the Philippines  
**CITY GOVERNMENT OF MUNTINLUPA**  
City Planning and Development Office



risd no. 009

**MEMORANDUM**

**TO: ALL HEADS OF OFFICES, DEVOLVED NATIONAL GOVERNMENT AGENCIES  
CITY GOVERNMENT OF MUNTINLUPA**

**FROM: EnP. ALVIN F. VERON**  
Department Head - City Planning and Development Office

**DATE: 19 January 2026**

**SUBJECT: SUBMISSION OF LIST OF AWARDS FOR THE 2025 ANNUAL  
ACCOMPLISHMENT REPORT MAGAZINE**

In line with the preparation of the **2025 Annual Accomplishment Report Magazine**, the City Planning and Development Office is currently consolidating awards, recognitions, and distinctions received by the City Government of Muntinlupa and its respective offices/departments for **Calendar Year 2025**.

To facilitate timely and organized consolidation, your office is requested to submit the list of awards received using the shared Google Sheets link below on or before January 23, 2026.

<https://tinyurl.com/mr3e2pkc>

Please ensure that the information entered in the spreadsheet includes the following columns (as shown in the sheet):

1. **Department/Office**
2. **Awards/Recognition**
3. **Award-Giving Body**
4. **Date and Place Awarded**
5. **Drive Link for Uploaded Awards**
6. **Facebook Post Link (if applicable)**

To facilitate timely and organized consolidation, your office is requested to submit the list of awards received using the shared Google Sheets link below on or before January 23, 2026.

For your information and strict compliance. Thank you.

Truly yours,

**EnP. ALVIN F. VERON**  
Department Head II

CENTRAL RECORDS OFFICE  
**RECEIVED**  
BY: ROAN MORALES *KAM*  
DATE: 1/19/2026 TIME: 2:06  
**RELEASED**

By: \_\_\_\_\_ / *gfm*  
Date: 19 JAN 2026

**SUBMISSION OF LIST OF AWARDS FOR THE 2025 ANNUAL ACCOMPLISHMENT REPORT MAGAZINE**

1 message

**CENTRAL RECORDS OFFICE** <recordsmgtooffice@gmail.com>  
Cc: CPDO Muntinlupa <cpdomuntinlupa@gmail.com>  
Bcc: sdo.muntinlupa@gmail.com

Mon, Jan 19, 2026 at 2:37 PM

**TO: ALL HEADS OF OFFICES, DEVOLVED NATIONAL GOVERNMENT AGENCIES  
CITY GOVERNMENT OF MUNTINLUPA**

Dear Ma'am/Sir:

Good day!

In line with the above subject matter, please see the file attached herewith.

However, to facilitate timely and orderly consolidation, you are hereby requested to submit the list of awards received through the shared Google Sheets link on or before January 23, 2026.

Link: <https://tinyurl.com/mr3e2pke>

Thank you.

**KINDLY ACKNOWLEDGE RECEIPT OF THIS EMAIL.**

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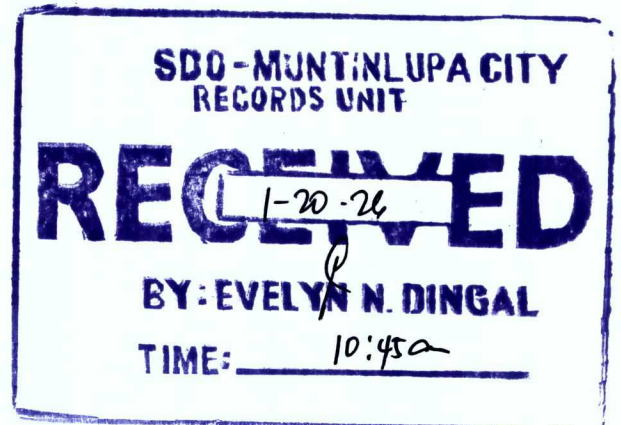
**ERICA SILPEDES**

RECORDS OFFICER

CENTRAL RECORDS OFFICE

(02) 8800-6487

[recordsmgtooffice@gmail.com](mailto:recordsmgtooffice@gmail.com) | [records@muntinlupacity.gov.ph](mailto:records@muntinlupacity.gov.ph)



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 **MM-2026-008\_SUBMISSION OF LIST OF AWARDS FOR THE 2025 ANNUAL ACCOMPLISHMENT REPORT  
MAGAZINE.pdf**  
394K