



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

Office of the Schools Division
Superintendent

FEB 05 2026

MEMORANDUM

**LIST OF TEACHERS WHO GRADUATED FROM THE PAMANTASAN
NG LUNGSOD NG MUNTINLUPA (PLMUN)**

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

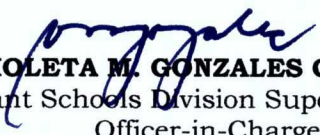
1. The Pamantasan ng Lungsod ng Muntinlupa (PLMun) has been our long-term partner in propagating quality and relevant education in Muntinlupa City. The university, based on the attached letter, is in need of data for their Graduate Tracer Study and Employability Tracking for the upcoming ALCUCOA accreditation.

2. In support of the said partnership, this Office requests all public schools to submit a hard copy of the list of teachers who graduated from PLMun/MPC on or before February 11, 2026, following this format:

Complete Name of Teacher	School Assignment	Teaching Assignment/ Subject Area	Length of Services

3. Relevant questions and concerns may be coordinated to Dr. Zoren Pepito L. Gubalane, Senior Education Program Specialist-School Management, Monitoring and Evaluation.

4. For information and compliance of all concerned.


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

Enclosure: As stated
References: As stated
To be indicated in the Perpetual Index
under the following subjects:

TEACHERS

PLMUN

MONITORING

ZPLG / DM / LIST OF TEACHERS GRADUATED FROM THE PAMANTASAN NG LUNGSOD NG MUNTINLUPA (PLMUN)
061 / February 4, 2026

UN-2026-061



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
dened-muntinlupa.com

061
SGCV



PAMANTASAN NG LUNGSOD NG MUNTINLUPA
OFFICE of the VICE PRESIDENT for ACADEMICS

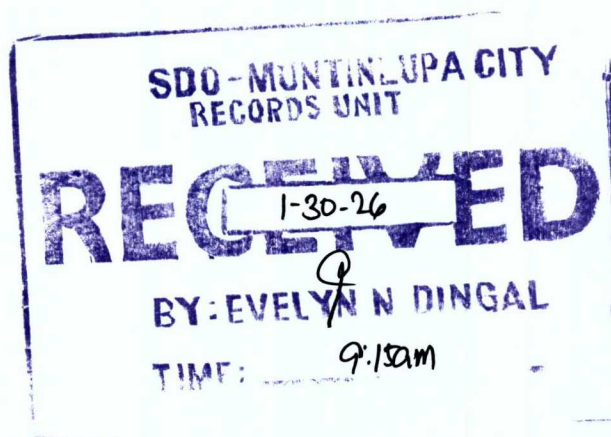
University Road, Poblacion, Muntinlupa City
Telephone No. (02) 8248 9161 / website: plmun.edu.ph

January 30, 2026

DR. VIOLETA M. GONZALEZ, CESO VI
OIC – Assistant Schools Division Superintendent
Office of the Schools Division Office of Muntinlupa

Thru:

✓ **DR. ZOREN GUBALANE**
Senior Program Specialist
Schools Division Office of Muntinlupa



Dear Dr. Gonzalez:

Warm greetings of goodwill.

The Pamantasan ng Lungsod ng Muntinlupa (PLMUN), through the Office of the Assistant Vice President for Academic Affairs, respectfully requests your kind assistance in providing employment-related information on teachers currently employed under the Schools Division Office of Muntinlupa who are **graduates of PLMUN**, from the **Elementary, Junior High School, and Senior High School levels**.

This request is in line with the University's conduct of a **Graduate Tracer Study and Employability Tracking**, which forms part of the documentary requirements for the **ALCUA Accreditation on February 18-20, 2026**, particularly under **Area III – Curriculum and Instruction**, as well as for institutional quality assurance and continuous program improvement.

In this regard, may we respectfully request a list of PLMUN graduates presently employed in SDO Muntinlupa, with the following information:

- Complete Name
- School Assignment
- Teaching Assignment / Subject Area
- Length of Service

Data Privacy Compliance Statement

PLMUN assures the Schools Division Office of Muntinlupa that all information to be provided shall be processed in full compliance with **Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012**, and its Implementing Rules and Regulations. The requested data shall be used **solely for academic research, graduate tracer study, employability tracking, and accreditation purposes**, and shall be handled with strict confidentiality. Access to the data shall be limited to authorized personnel, and no information shall be disclosed to third parties without proper authorization.


We sincerely appreciate your continued support and collaboration with PLMUN in strengthening teacher education, research, and quality assurance initiatives within the City of Muntinlupa.




PAMANTASAN NG LUNGSOD NG MUNTINLUPA
OFFICE of the VICE PRESIDENT for ACADEMICS
University Road, Poblacion, Muntinlupa City
Telephone No. (02) 8248 9161 / website: plmun.edu.ph

Thank you very much for your kind consideration. We look forward to your favorable response.

Respectfully yours,


SANNIE JUSAY
OIC- Assistant Vice President for Academic Affairs
Pamantasan ng Lungsod ng Muntinlupa

Noted by:


DR. DANILO B. SOLAYAO
Vice President for Academic Affairs
Pamantasan ng Lungsod ng Muntinlupa