



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

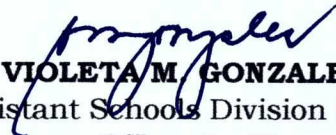
FEB 09 2026

MEMORANDUM

WRITESHOP ON MUNTINLUPA SPORTS MANUAL

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

1. The Muntinlupa Sports Development Council will conduct a Writeshop on the Muntinlupa Sports Manual on February 11, 2026, from 8:00 am – 5:00 pm at the Audio Visual Room, 2nd Floor, City Hall of Muntinlupa.
2. The participants from SDO Muntinlupa are **Mr. Cesar Gratil Jr.** of Muntinlupa Elementary School, **Mr. Vic Carlo Bato** of Lakeview Integrated School, **Mr. Elmier Santuyo** of Bayanan Elementary School Main, **Ms. Mary Anne Regala**, **Ms. Maria Vendetta Gacula**, and **Mr. Roldan Parson Bastoang** of Muntinlupa National High School.
3. The School Heads of concern schools are instructed to make the necessary adjustments on the class schedules of the concerned teacher participants.
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
Reference:
To be indicated in the Perpetual Index
under the following subjects

SCHOOLS PROGRAMS TEACHERS

ECE/ WRITE SHOP ON MUNTINLUPA SPORTS MANUAL
070 February 6, 2026



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



February 9, 2026

RECEIVED BY:
Marlon A. Salonga - 2:41 pm
MARLON A. SALONGA
SDO-MUNTINLUPA (RECORDS UNIT)

VIOLETA M. GONZALES, CESO VI
Schools Division Superintendent
SCHOOL DIVISION OFFICE
Centennial Ave. Laguerta Tunasan, City of Muntinlupa

Thru: **MR. EDISON C. ENERLAS**
MAPEH- SUPERVISOR

Dear Ma'am Gonzales,

Relative to the Write Shop on Muntinlupa Sports Manual by the Muntinlupa Sports Development Council (MSDC) on February 11, 2026 @ 8:00-5:00 pm at Audio Visual Room 2nd Floor City Hall of Muntinlupa, we would like to ask permission for the following Sports Coaches under Dept. of Education to participate.

1. Cesar Gratia – Chess – Muntinlupa Elem. School
2. Vic Carlo Bato – Arnis – Lakeview Integrated School
3. Mary Anne Regala – Taekwondo – Muntinlupa National High School
4. Elmier Santuyo – Badminton – Bayanan Main Elem. School
5. Maria Vendetta Gacula – Athletics - Muntinlupa National High School
6. Roldan Parson Bastaoang – Basketball - Muntinlupa National High School

Their inputs will contribute to the Muntinlupa Sports Manual and we sincerely appreciate your positive response and action from our request for the success of Sports program of the City.

Thank you very much.

Respectfully yours,

Cynthia B. Viacrusis

CYNTHIA B. VIACRUSIS
Department Head
Sports Division – Youth Affairs and Sports Development Office

Muntinlupa Sports Center, Buendia St. Tunasan, Muntinlupa City, Philippines 1773

