



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

**Office of the Schools Division
Superintendent**

MEMORANDUM

COMMUNITY ASSEMBLY FOR PARENTS OF THE TARA, BASA! TUTORING PROGRAM

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 Others Concerned

1. The Department of Social Welfare and Development (DSWD) Field Office – National Capital Region will conduct the above-captioned activity on April 25-26, 2026 (Saturday-Sunday) from 8:00AM-5:00PM at Muntinlupa Elementary School Covered Court & Alabang Elementary School Covered Court.
2. The objective of the activity is to orient the participants with the upcoming tutoring sessions for learners and community-based learning initiatives for parents.
3. School heads are directed through their designated Tara, Basa! School Focal Persons to inform the parents of the identified Grade 1 learners to attend the said activity. Moreover, schools are reminded on the submission of their requirements in preparation to this activity.
4. Enclosed is the schedule of activity, for reference.
5. Immediate, wide dissemination of, and strict compliance with 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:

LITERACY

PARTNERSHIPS

JABC/ Community Assembly for Parents of the Tara, Basa! Tutoring Program

144 / March 25, 2026



12 March 2026

DR. VIOLETA M. GONZALES, CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent
 City of Muntinlupa

ATTENTION: DR. JOHN ALBERT B. COLLE
 Education Program Supervisor
 Tara. Basa! Division Focal
 City of Muntinlupa

Dear Dr. Gonzales:

Greetings from DSWD - NCR!

This is in relation to the conduct of the upcoming **Community Assembly for Parents of the Tara Basa Tutoring Program in Muntinlupa City**. The activity aims to equip participants with the necessary knowledge, strategies, and skills to effectively implement the tutoring sessions and support community-based learning initiatives.

The capability building will cover topics such as tutoring methodologies, learner engagement strategies, program guidelines, monitoring procedures, and roles and responsibilities of T/YDWs throughout the program implementation.

In line with this, we respectfully request your support for the **provision of a venue and logistics**, including the **use of a projector and sound system**, for the conduct of this activity. Below are the details of the activity:

Date	Activity	Target No. of Pax	Support Needed
April 25 and 26, 2026	2-Days Community Assembly	504 Parents April 25 - 306 (Muntinlupa Elementary School - District 1) April 26 - 198 (Alabang Elementary School - District 2)	Venue that can accommodate the target participants for the following sessions: Day 1: 306 Participants Day 2: 198 Participants Logistics including but not limited to: - Projector - Mic and Sound system

We look forward to your commitment and support for the successful implementation of Tara, Basa! Tutoring Program.

Should there be any clarification or confirmation, you may contact **Ms. Nenie D. Savella**, Head of Tara, Basa! Tutoring Program-NCR or **Ms. Anna Dianna S. Reyes**, Social Welfare Officer III, through email at _____, copy furnish

Very truly yours,


MICHAEL JOSEPH J. LORICO
Regional Director

(Enclosure No. 1: Schedule of Community Assembly for Parents)

Community Assembly for Parents of the 2026 Tara, Basa! Tutoring Program (TBTP)

April 25 & 26, 2026 (Saturday & Sunday), 8:00AM-5:00PM

Date & Time	Venue	Session	School (No. of Pax)	No. of Pax per District
April 25, 2026 (Saturday) 8:00AM-5:00PM	District 1 Muntinlupa ES Covered Court	AM Session 8:00AM-12:00NN	Bayanan ES-Main (36) F de Mesa ES (16) Itaas ES (23) Lakeview Integrated School (26) Muntinlupa ES (55) Total: 156 pax	319 parents
		PM Session 1:00PM-5:00PM	Putatan ES (25) Poblacion ES (73) Soldiers' Hills ES (13) Tunasan ES (29) Victoria Homes ES (23) Total: 163 pax	
April 26, 2026 (Sunday) 8:00AM-12:00NN	District 2 Alabang ES Covered Court	AM Session 8:00AM-12:00NN	Alabang ES (67) Bayanan ES-Unit I (23) Bagong Silang ES (7) Buli ES (9) Cupang ES-Annex (6) Cupang ES-Main (38) Filinvest Alabang ES (6) Sucat ES-Main (17) SESSPA Zone 3 (7) SESSPA Zone 4 (5) Total: 185 pax	185 parents
			Total:	