



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

**Office of the Schools Division  
 Superintendent**

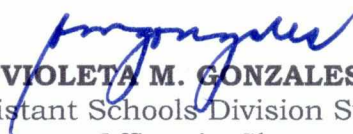
APR 15 2026

**MEMORANDUM**  
**No. 151, s. 2026**

**DESIGNATION AS DIVISION FOCAL PERSON FOR WOMB TO WORK  
 PROGRAM OF THE CITY GOVERNMENT OF MUNTINLUPA**

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

- Attached is the City GAD Office Memorandum on the submission of Womb to Work Program Focal Person details, relative to the City Government's aim to streamline and centralize the endorsement of program beneficiaries across offices.
- Relative to this, the field is informed of the designation of **Ms. CECILIA TERESA C. CLAUDEL**, Education Program Specialist II, effective April 14, 2026, as the Division Focal Person for the Womb to Work Program of the City Government of Muntinlupa.
- All schools are also advised to designate their respective Womb to Work Focal Persons to ensure proper coordination and communication on WWP-related concerns.
- 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

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

OFFICIALS      POSITIONS

CTCC/ DM/ DESIGNATION AS DIVISION FOCAL PERSON FOR WOMB TO WORK PROGRAM OF THE CITY GOVERNMENT OF  
 MUNTINLUPA  
**151** /4/14/2026

NUM-2026-151

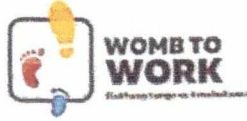


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 8805-9935, 8805-9940  
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151



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



08 April 2026

**TO: MEMBERS OF THE WOMB TO WORK PROGRAM  
 TECHNICAL WORKING GROUP (TWG)**

**FROM: GENDER AND DEVELOPMENT (GAD) OFFICE**

**RE: SUBMISSION OF WWP FOCAL PERSON PER OFFICE AND  
 INTERNAL PROCESS FLOW**

**RECEIVED**  
 4-14-26  
 BY: EVELYN N. DINGAL  
 TIME: 9:20 am

Greetings!

As the **Womb to Work Program (WWP)** continues to be implemented in the City of Muntinlupa, the program upholds a holistic and family-centered approach. This includes the active collaboration of various offices and departments of the City Government to ensure the effective and comprehensive delivery of programs and services needed by each beneficiary.

In this regard, to streamline and centralize the endorsement of beneficiaries across offices, the Gender and Development (GAD) Office, as the primary implementing office of the program, respectfully requests all department and office heads to designate **one (1) Focal Person** for the **WWP**. This aims to strengthen coordination and communication among offices, ensure the proper handling and endorsement of WWP-related documents, and provide beneficiaries with a clear point of contact for their inquiries and concerns regarding specific offices or programs.

Furthermore, we kindly request each office to submit its **internal process flow**. This will allow us to determine the processing timeline from the endorsement of the beneficiary to the conduct of activities or delivery of services, and up to the submission of accomplishment reports. Through this, we can ensure efficient and timely delivery service to our beneficiaries.

Please refer to the attached document for a sample format of the process flow.

We respectfully request the submission of the name of your designated Focal Person and your office's internal process flow on or before **April 17, 2026 (Friday)**.

Thank you for your continued support and commitment to the Womb to Work Program.

Very truly yours,

*Spalti*

**LOVELY ANNE E. PALTING, MBA**  
 Project Development Officer III

Noted:

*Reggie V. Salonga*

**REGGIE V. SALONGA, RSW, MSSW, LPT, EnP**  
 Head

CGM-OP-GAD-01F2-LEP012



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



Name of Office: \_\_\_\_\_

Designated WWP Focal Person: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Facebook Name: \_\_\_\_\_

**INTERNAL PROCESS FLOW**  
**(Sample Only)**

Office: Local Civil Registry Office

| PROCEDURE   | DURATION                      | REQUIREMENTS  | FEES | PERSON RESPONSIBLE | LOCATION            |
|---|-------------------------------|---|------|--------------------|---------------------|
| Acceptance of Endorsement from GAD Office                 | 10 mins                       | Signature of WWP Focal Person   | None | WWP Focal Person   | Office              |
| Processing of Documents                                   | 20 mins                       |   | None | WWP Focal Person   | Office              |
| Notify Beneficiary  | 15 mins                       |   | None | WWP Focal Person   | Office              |
| <b>Programs</b>   |                               |   |      |                    |                     |
| Conduct of Program<br>Example: Delayed Birth Registration | 2 hours                       | PSA Certificate of No Record<br>(4) copies of Certificate of Live Birth<br>Affidavit of two (2) Witnesses<br>Affidavit to use the surname of the father (if applicable)<br>Affidavit of Acknowledgement/Admission of Paternity (if applicable)<br>Marriage contract of parents (if married)<br>(2) two documents showing the place of birth | None | Staff              | Bliss Covered Court |
| <b>Post-Implementation</b>                                |                               |   |      |                    |                     |
| Submission of Post-Activity Report to GAD                 | 2-3 days after implementation | Post-Activity Report With complete documentation and attendance forms   | None | WWP Focal Person   | GAD Office          |
|   |                               |   |      |                    |                     |

\*Please provide the complete list of requirements to be submitted by beneficiaries for each program