



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division

Superintendent

MAY 20 2026

MEMORANDUM

**SUMIKAP (SUPORTA SA MUNTINLUPEÑO PARA SA INKLUSIBONG
KABUHAYAN 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. Pursuant to Republic Act No. 12028 or the *Academic Recovery and Accessible Learning (ARAL) Program Act* which aims to establish a free and effective national learning intervention program for struggling learners, the City Government of Muntinlupa through the Public Employment Service Office (PESO) and Office for Senior Citizens Affairs (OSCA) in coordination with the Schools Division Office of Muntinlupa City will conduct the above-captioned activity from **May 19 to June 4, 2026** in select public elementary schools in the division.
2. The SUMIKAP Program aims to provide meaningful community-based opportunities for the retired senior citizen teacher by serving as tutors to identified Muntinlupa incoming Grade 2 learners.
3. Particular attention is invited to Paragraph Nos. 2, 4, 5 and 6.
4. The School Heads through their SUMIKAP School Focal Persons are directed to prepare necessary tutorial materials (e.g. Marungko Booklets, DepEd learning resources, etc.) and other related resources that may deemed appropriate to the needs of the learners.
5. Moreover, school heads shall facilitate the identification and selection of beneficiaries in the program based on the results of Comprehension Rapid Literacy Assessment – End-of-the-School Year (CRLA-EoS) Results and shall lead the conduct of school-based orientation to parents, for details of the program.
6. The designated SUMIKAP Focal Person shall:
 - a) assist and orient SUMIKAP tutors on the context of the learners;
 - b) plan and assign room assignments that will serve as tutoring venues;
 - c) provide developmentally appropriate learning materials;
 - d) give technical assistance on the application of Marungko Approach in teaching beginning reading;
 - e) prepare monitoring and accomplishment report of the program;
 - f) conduct feedbacking sessions with the tutors to address teaching-learning gaps and to provide interventions; and
 - g) perform other related and additional tasks as focal person.



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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

(Enclosure No. 1: List of SUMIKAP Focal Person)

**SUMIKAP (SUPOSTA SA MUNTINLUPEÑO PARA SA INKLUSIBONG
KABUHAYAN PROGRAM)**

May 19 – June 4, 2026

No. of Beneficiaries & List of SUMIKAP Focal Persons

School	No. of Learners/ Beneficiaries	No. of SUMIKAP Tutors	Focal Person	School Head
1. Bayanan ES- Main	AM Session – 10	2	Dr. Narcisa R. Inocencio	Ms. Jocelyn A. Morales
2. Alabang ES	AM Session - 10	2	Airene V. Raymundo	Dr. Raul T. Felix
3. Bayanan ES- Unit 1	AM Session - 10	2	Denah M. Hicao	Dr. Jane May C. Valbuena
4. Muntinlupa ES	AM Session – 10	2	Razel G. Estareja	Dr. Shella C. Navarro
5. Putatan ES	AM Session – 10	2	Ma. Cristina G. Bagas	Mr. Hilario G. Canasa
6. Sucat ES-Main	AM Session - 5	1	Vivian M. Rempillo	Mr. Edizer S. Laqueo
7. Tunasan ES	AM Session - 5	1	Joan Claire C. de Padua	Mrs. Olivia G. Elloso
	60 learners	12 tutors		



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(Enclosure No. 2: Daily Monitoring Report)

2026 SUMIKAP PROGRAM DAILY MONITORING REPORT

Date: _____

Name of Elementary School: _____

Name of School Principal: **DR./MR./MRS.** _____

Name of PSDS In-Charge: **DR./MR./MRS.** _____

1. Number of Classes/ Sections Organized: _____
2. Learners' Participation: (Number of Learners Attended)

Grade Level	Session	Target No. of Learners	Actual No. of Learners Attended	No. of Absent
Incoming Grade 2	AM Session			
TOTAL:				

3. Issues, challenges and other concerns

Issues/ Challenges/ Other Concerns	Action Taken	Recommendations
•	•	•
•	•	•
•	•	•



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4. Documentation (Photos in Action with Caption)

(Photo with Caption)

Prepared by:

School Focal Person

Checked and reviewed by:

School Principal

Monitored by:

PSDS In-Charge

JOHN ALBERT B. COLLE
EPS, Filipino



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(Enclosure No. 3: Daily Accomplishment Report & Summary of Hours)

**SUMIKAP (SUPORTA SA MUNTINLUPEÑO PARA SA INKLUSIBONG
KABUHAYAN PROGRAM)**

Daily Accomplishment Report & Summary of Hours

Coverage: (Indicate inclusive dates) – 9 days

Day	Dates	Hours Rendered	Accomplishments/ Output
1	May 20, 2026 Wednesday	Actual Time: (Time) AM- (Time) PM Actual No. of Hours & Minutes: Ex: 5hrs. 30mins	<ul style="list-style-type: none">• Checking of Attendance of Learners,• Coaching and Mentoring sessions with the Tutors• Accomplishment of Daily Monitoring Report with Narrative/ Documentation• Perform other related tasks
2			
3			
4			
5			
6			
7			
8			
9			

Prepared by:

School Focal Person

Checked and reviewed by:

School Principal



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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

(Enclosure No. 4: Schedule of Tutorial Sessions)

**SUMIKAP (SUPORTA SA MUNTINLUPEÑO PARA SA INKLUSIBONG
KABUHAYAN PROGRAM)**

9-Day Schedule of Tutorial Sessions

May 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
17	18	19 Day 0 (Orientation for Tutors)	20 Day 1 (Tutorial session)	21 Day 2 (Tutorial session)	22 <i>No Tutorial Session</i>	23
24	25 Day 3 (Tutorial session)	26 Day 4 (Tutorial session)	27 <i>Holiday</i>	28 Day 5 (Tutorial session)	29 <i>No Tutorial Session</i>	30
31						

June 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Day 6 (Tutorial session)	2 Day 7 (Tutorial session)	3 Day 8 (Tutorial session)	4 Day 9 (Tutorial session)	5 <i>No Tutorial Session</i>	6



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Office for Senior Citizens Affairs



SUNTINLUPA CITY
RECORDS UNIT

RECEIVED

J-20-26

BY: EVELYN N. DINGAL

TIME:

8:30am

May 19, 2026

DR. VIOLETA M. GONZALES, CESO VI
OIC-Schools Division Superintendent
Schools Division Office of Muntinlupa

Thru: DR. JOHN ALBERT COLLE
Education Program Supervisor (EPS) in Filipino

Dear Dr Gonzales,

Greetings!

In line with the implementation of the ***Suporta sa Muntinlupeño para sa Inklusibong Kabuhayan (SuMIKAP) Program***, which provides meaningful community-based engagement opportunities for senior citizens, we respectfully submit the list of retired teacher-tutors who have expressed willingness to participate in literacy intervention activities intended to support struggling and non-reader learners in Muntinlupa City through small-group or individualized tutorial sessions.

The SUMIKAP Program shall be implemented from **May 19 to June 4, 2026**, with tutorial activities to be conducted within the prescribed program schedule of **8:00 AM to 5:00 PM, subject to school-based arrangements and coordination mechanisms deemed appropriate by the concerned school and program implementers.**

These retired educators shall serve as literacy tutors and mentors who will assist identified learners through small-group or individualized reading intervention sessions.

A summary of their duties and responsibilities includes the following:

- Conduct reading intervention/tutorial sessions for struggling and non-reader learners to strengthen foundational reading and comprehension skills;
- Monitor learner attendance, participation, and progress during tutorial sessions;
- Coordinate with teachers, parents, and designated program focal persons regarding learner support and tutorial implementation; and
- Maintain professionalism, observe child protection policies, and submit required accomplishment or progress reports.

The retired teacher-tutors are expected to coordinate with the assigned School Head and/or designated focal person regarding instructional and school-based learning activities to support the proper conduct of tutorial sessions, subject to existing program coordination and monitoring arrangements of the implementing office, the Office for Senior Citizens Affairs (OSCA), City of Muntinlupa, which



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Office for Senior Citizens Affairs



oversees the implementation and administrative coordination of the SuMIKAP Program.

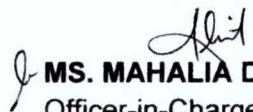
Below is the initial list of participating retired teacher-tutors:

	Name	Age	Barangay	School Assignment
1	BASCO, ROSARIO GLEYO	75	BAYANAN	Bayanan ES Main
2	VIVO, CARIDAD SAN PEDRO	78	BAYANAN	Bayanan ES Main
3	DELOS SANTOS, ANNABELLE PARAISO	62	POBLACION	BAYANAN UNIT 1
4	GALIMBA, MA TERESA CACHUELA	68	BAYANAN	BAYANAN UNIT 1
5	SALVADOR, EVANGELINE LAUREL	67	ALABANG	ALABANG ES
6	IBARRA, CATALINA MAGBAG	70	CUPANG	ALABANG ES
7	BONDOC, AVELINA VILLANUEVA	77	TUNASAN	MES
8	NILO, NECITAS BARRINUEVO	81	POBLACION	MES
9	NIEFES, TESSIE QUINES	75	PUTATAN	PES
10	MARCELLANO, ALEX CALANGI	61	PUTATAN	PES
11	DELOS REYES, MILA AQUINO	73	SUCAT	SUCAT ES
12	AMORIN, MILA BRIAN	67	TUNASAN	TUNASAN ES

We believe that the experience, dedication, and expertise of our retired teachers will greatly contribute to improving learners' reading proficiency and advancing the objectives of the SUMIKAP Program.

For your information and appropriate consideration.

Respectfully submitted,


MS. MAHALIA D. DIVINASFLORES
Officer-in-Charge



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Public Employment Service Office



May 19, 2026

Dr. VIOLETA M. GONZALES, CESO VI
Officer-In-Charge
Office of the Schools Superintendent
Schools Division Office – Muntinlupa City
Brgy. Tunasan, Muntinlupa City

Dear Dr. Gonzales:

Greetings from the Public Employment Service Office!

The City Government of Muntinlupa City, through the Public Employment Service Office (PESO), launched this year's *Suporta sa Muntinlupeño para sa Inklusibong Kabuhayan Program (SUMIKAP)* for retired teachers identified by the Office of the Senior Citizens Affairs (OSCA), aimed at supporting the reading intervention program for struggling and non-reader learners.

In line with this, we are pleased to inform your good office that ten (10) retired teachers shall be deployed to the following selected schools from May 19, 2026 to June 4, 2026, excluding Fridays, Saturdays, Sundays, and holidays, from 8:00 A.M. to 5:00 P.M.:

- Bayanan Elementary School – Main
- Bayanan Elementary School – Unit 1
- Alabang Elementary School
- Muntinlupa Elementary School
- Putatan Elementary School
- Sucat Elementary School
- Tunasan Elementary School

In this regard, we thank your good office for making this program possible, and we respectfully seek your continued support and coordination for the smooth implementation of the program in the identified schools.

Thank you very much, and we look forward to your favorable response and continued partnership in advancing programs for the benefit of our community.

Very truly yours,


GLENDAZAMORA-ANIÑON
City Government Department Head III

CGM-OP-PESO-01A38

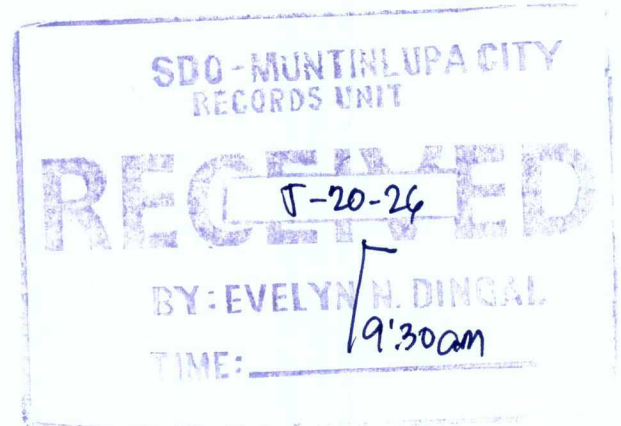


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Public Employment Service Office



May 19, 2026

Dr. VIOLETA M. GONZALES, CESO VI
Officer-In-Charge
Office of the Schools Superintendent
Schools Division Office – Muntinlupa City
Brgy. Tunasan, Muntinlupa City



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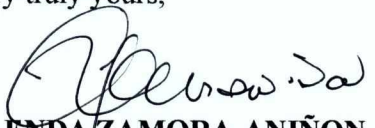
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