



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent


JUN 02 2026

MEMORANDUM

**SPECIAL MEETING WITH THE SCHOOL HEADS IN PREPARATION FOR
THE OPENING OF CLASSES FOR SCHOOL YEAR 2026-2027**

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
All Others Concerned

1. In preparation for the opening of classes on June 8, 2026, all **Public Elementary and Secondary School Heads** are enjoined to attend a **Special Meeting** with the Schools Division Superintendent, Assistant Schools Division Superintendent, and Division Chiefs on **June 4, 2026**, 12:00 noon onwards at a venue to be announced later.
2. The said meeting aims to discuss critical preparations and readiness measures for the opening of classes, including school operations, enrollment updates, staffing concerns, learning resources, safety and health protocols, and other matters requiring immediate attention.
3. School Heads are expected to report significant updates on their preparations, as well as issues affecting their respective schools, to facilitate timely interventions and coordinated action.
4. For information and appropriate action 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: None

To be indicated in the Perpetual Index
under the following subjects:
SCHOOLS LEARNERS

MRAO/ Memo – Special Meeting
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UN-2026-229