



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

**Office of the Schools Division
Superintendent**

MEMORANDUM

**REORGANIZATION OF SUCAT ELEMENTARY SCHOOL – SITIO PAGKAKAISA ZONE 3
AND ZONE 4 FOR SCHOOL YEAR 2026–2027**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
Chief Education Supervisor, SGOD
Public Schools District Supervisor
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to the provisions of Republic Act No. 9155, otherwise known as the *Governance of Basic Education Act of 2001*, and relevant Department of Education policies on school governance and administration, including DepEd Order No. 40, s. 2014, which provides guidelines on school organization and recognizes the management and instructional supervision of school sites operating under a mother school, this Office hereby approves the reorganization of the grade-level offerings of Sucat Elementary School – Sitio Pagkakaisa Zone 3 and Zone 4.

2. In the interest of improving access to quality basic education, ensuring the efficient utilization of school facilities, promoting learner welfare, and strengthening instructional supervision and school management, the two school sites operating under a single DepEd School ID shall implement the following grade-level configuration effective School Year 2026–2027:

a. Zone 3 School Site shall accommodate Kindergarten, Grade 1, Grade 2, and Grade 3 learners;

b. Zone 4 School Site shall accommodate Grades 4, 5, and 6 learners.

3. Consequently, the previous arrangement wherein both school sites accommodated all grade levels shall be discontinued.

4. The reorganization is intended to achieve the following objectives:

a. Maximize the utilization of available classrooms and school facilities;

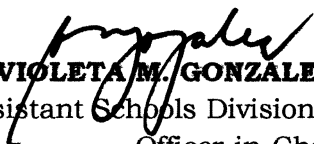
b. Improve learning conditions, learner safety, and overall school environment;



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- c. Strengthen instructional supervision and school management;
 - d. Enhance the delivery of teaching and learning processes; and
 - e. Ensure the efficient utilization of school resources and personnel.
5. The School Head shall ensure the smooth and orderly implementation of this approved arrangement, including but not limited to the reassignment of classrooms, deployment of teachers, updating of school records, and dissemination of relevant information to learners, parents, and other stakeholders.
6. The two school sites shall continue to operate under the existing School ID and administrative structure of Sucat Elementary School – Sitio Pagkakaisa Zone 3 and Zone 4, unless otherwise provided through subsequent DepEd issuances.
7. Immediate and wide dissemination of and strict compliance with this Memorandum are hereby directed.


VIOLETA M. GONZALES, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index

Under the following subjects:

REORGANIZATION

ONE SESSPA

JCE/Memo REORGANIZATION OF SUCAT ELEMENTARY SCHOOL – SITIO PAGKAKAISA ZONE 3 AND ZONE 4 FOR SCHOOL YEAR 2026–2027

233 June, 2026

UN-2026-233



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com