



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


**Office of the Schools Division  
Superintendent**

JUL 07 2026

**NOTICE OF MEETING**

July 6, 2026

TO : Assistant Schools Division Superintendent  
Chief Education Supervisor, School Governance & Operations  
Administrative Officer V  
Division Engineer  
Muntinlupa City Engineering  
MERALCO  
All Others Concerned

FROM :   
**VIOLETA M. GONZALES CESO VI**  
Asst. Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

DATE/TIME : July 08, 2026, Wednesday, 1:30 PM

VENUE : SDO Muntinlupa City Mini Conference

SUBJECT : **COORDINATION MEETING**

AGENDA : 1. Presentation of findings on facility overloading  
2. Discussion of current electrical capacity versus actual load demand  
3. Requirements and process of upgrading contracted capacity  
4. Submission of updated electrical plans and load lists  
5. Identification of necessary corrective actions and timeline  
6. Other Matters.