



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

No. 320, s. 2026

RECONSTITUTION OF THE LOCAL SCHOOL BOARD (LSB) SECRETARIAT

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

1. This Memorandum officially announces that the following reconstituted composition of the Local School Board (LSB) Secretariat for the Schools Division Office of Muntinlupa has been approved by City Mayor Hon. Rozzano Rufino B. Biazon, pursuant to Executive Order No. 17, s. 2026 and Joint Circular No. 01, s. 2025.

Secretariat Head	Dr. Florante C. Marmeto Chief, Curriculum Implementation Division (CID)
Administrative and Logistical Support Unit	Ms. Ma. Regale A. Olarte Chief, School Governance and Operations Division (SGOD)
	Engr. Jerone M. Tagapan Engineer III
Documentation and Communications Unit	Dr. Jay Boy E. Evano Principal IV
	May L. Borjal Division Information Technology Officer
Planning, Monitoring, and Evaluation (PME) Unit	Dr. Jhemson C. Elis Public Schools District Supervisor
	Phoebe R. Arroyo Senior Education Program Specialist, Planning and Research Unit

APR-JULY - 2026 320



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

2. Consequently, this issuance establishes the mandatory functions of the Secretariat as per the approved reconstitution, to wit:

2.1 Secretariat Head

- Oversee the overall operations of the Secretariat;
- Coordinate directly with the LSB Co-Chairpersons (City Mayor and SDS) on the agenda and schedule of meetings;
- Ensure compliance with the reporting requirements stipulated in the Joint Circular;
- Serve as the primary liaison between the LSB, the SDO, and other city government departments; and
- Perform other functions as may be directed by the LSB or other competent authority.

2.2 Administrative and Logistical Support Unit

- Liaise with concerned City Government Offices, including but not limited to the City Budget Department, City Treasurer's Office, City Planning and Development Office, City Engineering Office, and the City Legal Office, to facilitate the smooth implementation of education-related Programs, Projects, and Activities (PPAs) funded by the SEF;
- Coordinate with relevant city departments to ensure the timely release, utilization, and liquidation of funds for approved PPAs;
- Monitor administrative compliance of all SEF-funded PPAs with existing government rules and regulations, including the New Government Procurement Act (RA 12009) and its IRR; and
- Provide logistical support to LSB members and resource persons during meetings, site visits, and other official LSB activities.

2.3 Planning, Monitoring, and Evaluation (PME) Unit

- Provide technical assistance in the preparation, implementation, and monitoring of the six-year SEF Investment Program (SEFIP) and the annual SEF Budget;
- Monitor the implementation of education-related Programs, Projects, and Activities (PAPs) funded by the Special Education Fund (SEF);
- Facilitate the collection, analysis, and reporting of data for monitoring and evaluation using the prescribed monitoring sheet in Annex D of Joint Circular No. 01, Series of 2025;
- Support the LSB in analyzing performance indicators (e.g., ECCD participation rates, literacy and numeracy rates, NAT performance, stunting rates, learner-teacher ratios) as required in Section 2(d) of EO No. 17 to ensure evidence-based planning;
- Consolidate reports from School Heads/Principals on the state of education, including annual progress on School Improvement Plans (SIPs) and audited financial reports;
- Coordinate with the City Planning and Development Office to ensure alignment of the SEFIP with the Local Development Investment Program (LDIP) and the Comprehensive Development Plan (CDP) of the City of Muntinlupa; and
- Prepare and submit required reports to the DepEd, DBM, DILG, and DOF through the LIFT System.



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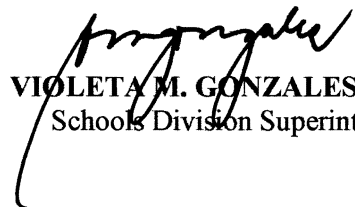
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

2.4 Documentation and Communications Unit

- Take down, file, and disseminate Minutes of Meeting;
- File and disseminate reports required by the LSB;
- Maintain an archive of all LSB documents, including the SEFIP, annual budgets, and expenditure reports;
- Ensure that SEF budget and utilization reports are made available to the general public to comply with transparency mandates under Section 7 of EO No. 17;
- Prepare and disseminate Information, Education and Communication (IEC) materials related to LSB programs and activities;
- Manage the official communications of the LSB, including correspondence with national government agencies, city government offices, and other stakeholders; and
- Maintain a database of LSB members, resource persons, and other education stakeholders for effective coordination and engagement.

3. To ensure orderly, transparent, and documented processing of all LSB-related matters, all official communications, requests, proposals, reports, appeals, and other correspondences pertaining to the functions, funding, or resolutions of the Local School Board shall strictly be coursed through the LSB Secretariat, via its Head, Dr. Florante C. Marmeto. Such communications shall be submitted to the Secretariat Office for proper receipt, evaluation, and endorsement.

4. For your information, guidance, and strict compliance.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Encl: As stated
To be indicated in the **Perpetual Index**
Under the following subjects

LOCAL SCHOOL BOARD

COMMITTEE

VMG/Memo — Reconstitution Of The Local School Board (LSB) Secretariat
_____ 320 _____ /July 16, 2026