



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

Office of the Schools Division
Superintendent

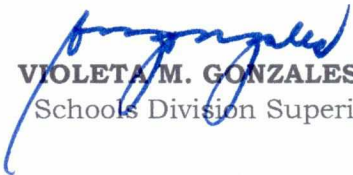
JUL 23 2026

MEMORANDUM

MENTAL HEALTH LECTURE

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
All Others Concerned

1. Attached is a letter from Ms. Monique Ballos, Junior Event Specialist, Otsuka-Solar Philippines, Inc., regarding the conduct of the Mental Health Lecture on **July 27, 2026**, from **9:00 A.M. to 11:00 A.M.** at the **SDO 4th Floor Activity Center**, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. The activity aims to promote mental well-being in the workplace by providing participants with a lecture on mental health, a "Move for Mental Health" icebreaker featuring dance exercise and stretching routines, interactive games with prizes, and complimentary hydration drinks.
3. The expected participants are the personnel of SDO Muntinlupa. Participants are expected to attend the entire duration of the program.
4. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

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

HEALTH
MRS/DM/MENTAL HEALTH LECTURE
296 / July 22, 2026

ACTIVITY

UN-2026-296



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

SGOD-296



OTSUKA-SOLAR Philippines Incorporated

To: DR. VIOLETA M. GONZALES, CESO VI

Schools Division Superintendent
Schools Division Office – Muntinlupa City

Subject: Invitation for Eighty (80) Participants to Attend the Mental Health Lecture

Dear Dr. Gonzales,

Greetings of peace and wellness!

In partnership with the Schools Division Office of Muntinlupa City, Otsuka–Solar Philippines, Inc. is pleased to conduct a Mental Health Lecture on July 27, 2026 (Monday), from 9:00 AM to 11:00 AM at the SDO Muntinlupa Conference Room. The activity aims to promote mental well-being in the workplace and encourage healthy lifestyle practices among participants.

In line with this, we respectfully invite Eighty (80) personnel from the Schools Division Office of Muntinlupa City to participate in this meaningful learning session. The program will feature:

- A lecture on Mental Health in the Workplace by a qualified resource speaker;
- A “Move for Mental Health” icebreaker activity, featuring dance exercise and simple stretching routines;
- An interactive game with exciting prizes; and
- Complimentary Pocari Sweat hydration drinks for participants.

We believe that this initiative will contribute positively to the overall well-being of the participants by highlighting the importance of mental health and the role of physical activity in maintaining a healthy and productive lifestyle.

We would greatly appreciate your endorsement and assistance in identifying and inviting the eighty (80) participants to attend this event.

Thank you for your continued support and partnership. We look forward to a successful and impactful activity with the Schools Division Office of Muntinlupa City.

Respectfully yours,

MONIQUE BALLOS

Jr. Event Specialist
Otsuka–Solar Philippines, Inc.

A handwritten signature in black ink, appearing to read "Monique Ballos", written over the printed name and title.

Noted by:

DR. VIOLETA M. GONZALES, CESO VI

Schools Division Superintendent
Schools Division Office – Muntinlupa City

A handwritten signature in blue ink, appearing to read "Violeta M. Gonzales", written over the printed name and title.



OTSUKA - SOLAR Philippines Incorporated

TERMS OF REFERENCE

This document formalizes the partnership between **OTSUKA – SOLAR PHILIPPINES, INC.**, and **SCHOOLS DIVISION OFFICE MUNTINLUPA CITY** for the upcoming **MENTAL HEALTH LECTURE**, scheduled as follows:

Date: July 27, 2026 (Monday) 9AM-11AM
Venue: SDO Muntinlupa Conference Room

OTSUKA – SOLAR PHILIPPINES, INC. agrees to provide the following:

- ✓ **Yes** – Chilled Pocari Sweat for all attendees, **until supplies last**.
- ✓ **Yes** – An instructor for the “Move for Mental Health” icebreaker activity (dance exercise/simple stretching).
- ✓ **Yes** – A resource speaker to talk about Mental Health in the Workplace.
- ✓ **Yes** – 1 interactive game with prizes.
- ✓ **Yes** – Provision of 2 cases of Pocari Sweat (48 bottles) for the organizers.

In return, the **SCHOOLS DIVISION OFFICE MUNTINLUPA CITY** agrees to provide the following:

- ✓ **Yes** – Inclusion of the **Pocari Sweat logo** in all promotional materials and social media, including local publish articles, with recognition as the **Official Hydration Partner**.
- ✓ **Yes** – Allow Pocari Sweat to set up a booth for product distribution and other marketing collaterals.
- ✓ **Yes** – To provide light snacks to the participants.
- ✓ **Yes** – **No other beverage sponsor** shall be allowed, except for **plain water**.

ALLOCATION SUMMARY

Recipient / Purpose	Quantity	Sample Size
Participant Allocation		
Pocari Sweat 500ml	8 cases	500ml Bottle
Pocari Sweat Ion Supply Drink Mix	1 case	13g Inner Sachet

EVENT EXPENSES SUMMARY

Category	Details	Amount (₱)
Stock Expenses	500ml (8 cases × ₱1,104)	8,832
	Pocari Sweat Powder (1 case × ₱2,062.50)	2,062.50
	Sack of Ice (2 sacks × ₱250)	500
Manpower	Merchandisers (₱695 + ₱400 × 2 people)	2,190
(Agency)	Basic fee, Meal, and Transportation	
Fitness/Dance Instructor	Professional Fee and 1 case of Pocari Sweat	3,000
Logistics	Trucking Service (Estimate)	5,000
✔ Total		21,584.50

***All remaining stocks should be returned to OSPI.**

Each Party shall keep confidential: (i) the terms of this letter; and (ii) any and all confidential information that it may acquire in relation to the business or affairs of the other Party. Confidential information shall include but not be limited to trade secrets, know-how, proprietary information, formulate, processes, techniques and information relating to either party's past, present and future marketing, financial, and research and development activities that may be disclosed, whether orally or in writing and the terms, and the mechanics and manner of execution of the Campaign. Neither Party shall use the other Party's confidential information and personally identifiable information for any purpose other than to perform its obligations under this Letter. Each Party shall ensure that its officers and employees and agents and partners comply with the provisions of this clause.

Each party is fully and solely responsible for the quality of product, service or other item, and usage instructions in relation thereto (collectively referred to as "Items" and individually as "Item"), and any guarantee or warranty made relating to its respective Item, including (but not limited to) handling of customer complaints in relation to the respective Item and all loss and damage arising out of and/or in any way connected to the use of the Item.

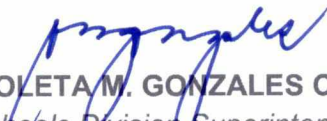
Each party is not responsible for receiving or handle any consumers' queries about the other party's Item, and consumers will be directed to contact the right party for the corresponding Item using the contact details provided by the relevant party for such purpose. Each party will not make any statements or admissions to any other party, regarding the other party's Item(s).

No agency, partnership, joint venture or other joint relationship is created by this Letter and neither party shall make any public statements about this Campaign (except as provided for in this Letter) without getting the prior consent of the other party.

By providing approval below, both parties agree to the obligations, commitments, roles, and responsibilities detailed in this agreement. In the event of breach by either party for any terms thereof, **SDO Muntinlupa and OSPI** will be entitled to terminate the tie-up without prejudice to whatever remedies the aggrieved party may pursue under the law or equity of the party in breach.

This agreement shall be effective upon signing of this document until **July 27, 2026**. Kindly signify your conformity by signing the space provided below.

SCHOOLS DIVISION OFFICE MUNTINLUPA CITY:


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent
Office of the Schools Division Superintendent

OTSUKA – SOLAR PHILIPPINES INC.:


Monique Ballos
Jr. Event Specialist