



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 02 2026

MEMORANDUM

**FOLLOW-UP ON THE SUBMISSION OF THE DULY ACCOMPLISHED SUMMARY
REPORT FOR THE BALIK-ESKWELA PACKAGE: SCHOOL SUPPLIES AND SHOES**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, Schools Governance and Operations Division
SDO Muntinlupa Office and Unit Heads
School Property Custodians
Balik-Eskwela Package Focal Persons
All Others Concerned

1. The Schools Division Office reiterates the request of the City Government of Muntinlupa – Office of the City Mayor, as contained in the attached letter, for the submission of the duly accomplished Summary Report for School Supplies and Shoes under the Libreng Balik-Eskwela Program.
2. The submission of the required report is necessary to facilitate the proper monitoring, documentation, consolidation, and validation of the distribution of school supplies and shoes to the intended beneficiaries. It shall likewise ensure that the Schools Division Office maintains complete and updated records for reporting, monitoring, and other related administrative requirements.
3. In this regard, the following schools are particularly reminded to **immediately submit** their duly accomplished **Summary Report for School Supplies**, if not yet submitted:
 - a. Alabang Elementary School
 - b. Muntinlupa Elementary School
 - c. Bayanan Elementary School – Main
 - d. Lakeview Integrated School
 - e. Muntinlupa Science High School – Junior High School
4. All concerned School Heads shall ensure that the submitted reports are:
 - a. complete and accurate in all required fields;
 - b. duly accomplished and certified by the appropriate school officials;
 - c. properly supported by the required documents, where applicable; and

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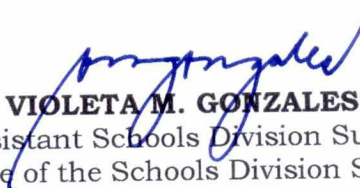
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Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
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PROCUREMENT - 345

- d. duly certified/validated by the concerned Partner Lead Office of the City Government of Muntinlupa, as applicable.
5. The concerned schools are directed to submit the required report **immediately upon receipt of this Memorandum**, or not later than September 04, 2026 (Friday).
6. School Heads who have already submitted the required report are requested to **verify the completeness and correctness of their submission** and coordinate with the concerned office should there be deficiencies, discrepancies, or requirements for validation.
7. Immediate and strict compliance with this Memorandum is enjoined to facilitate the timely consolidation and submission of the required reports to the City Government of Muntinlupa.
8. For information, guidance, and strict compliance.


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

Enclosure: Letter from the City Government of Muntinlupa
To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS
PROJECTS
SCHOOLS
SUPPLIES

JIL/ FOLLOW-UP ON THE SUBMISSION BALIK-ESKWELA PACKAGE REPORTS
345 /September 02, 2026

UN-2026-345

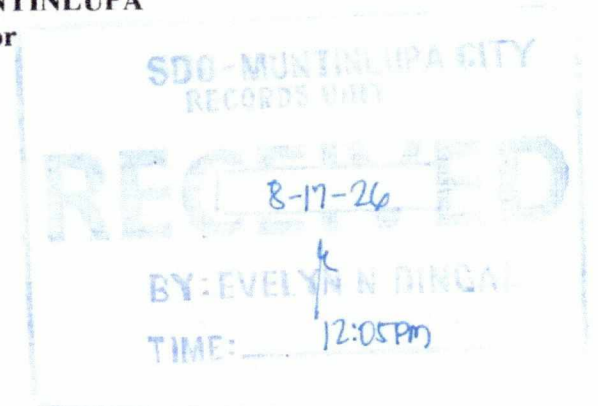


Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Office of the City Mayor

13 August 2026

DR. VIOLETA M. GONZALES, CESO VI
Schools Division Superintendent
Schools Division Office – Muntinlupa City

Thru: MS. JOICHE ITALLO LUNA
Administrative Officer IV
Schools Division Office – Muntinlupa City



**Subject: REQUEST FOR ISSUANCE OF MEMORANDUM REMINDING SCHOOLS TO
SUBMIT THE DULY ACCOMPLISHED SUMMARY REPORT FOR SCHOOL SUPPLIES
AND SHOES**

Dear **Dr. Gonzales**:

Greetings!

We respectfully request the issuance of a memorandum to all concerned schools within the Schools Division of Muntinlupa City, reminding them to submit their **duly accomplished Summary Report for School Supplies and Shoes** within the prescribed period.

The submission of the required report is necessary to facilitate the proper **monitoring, documentation, consolidation, and validation** of the distribution of school supplies and shoes to the intended beneficiaries. Timely submission will likewise ensure that the Schools Division Office maintains complete and updated records for reporting, monitoring, and other related administrative requirements.

In this regard, may we request that a memorandum be disseminated to all concerned School Heads, reiterating the requirement for the submission of the duly accomplished Summary Report and specifying the prescribed deadline and manner of submission. The concerned schools may likewise be reminded to ensure that all information provided in the report is **complete, accurate, and duly certified by the appropriate school officials and the concerned Partner Lead Offices of the City Government of Muntinlupa**.

Attached herewith is the list of schools, indicating the respective deadlines for the submission of the liquidation reports for school supplies and shoes, for their reference and appropriate action.

2nd Floor, Main Building, Muntinlupa City Hall, National Road, Brgy. Putatan, Muntinlupa City
☎ (02) 8862-2525 local: 135

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Muntinlupa
Nakakapag-
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CITY GOVERNMENT OF MUNTINLUPA
Office of the City Mayor

The issuance of the said memorandum will help ensure the **timely compliance of all concerned schools** and facilitate the efficient consolidation and validation of the required reports.

We respectfully request your favorable consideration and appropriate action on this matter.

Thank you for your continued support and cooperation.

Respectfully yours,


MS. ROSEMARIE I. GELI
Head, Special Projects Division

Noted:


MS. MA. LOURDES M. AMPAYA
Executive Secretary
Office of the City Mayor

LIBRENG BALIK ESKWELA - SCHOOL SUPPLIES				
SCHOOL NAME	ACTUAL DELIVERY DATE	DEADLINE FOR LIQUIDATION	LEAD OFFICE	RECEIVED DATE
Alabang ES	June 10, 2026	July 10, 2026	YASDO	
Cupang ES - Main	June 10, 2026	July 10, 2026	LCR	July 15, 2026
Bayanan ES - Unit I	June 11, 2026	July 11, 2026	CHO	July 14, 2026
Muntinlupa ES	June 11, 2026	July 11, 2026	TREASURY	
Poblacion ES	June 15, 2026	July 15, 2026	MAYOR'S	July 20, 2026
Soldier's Hills ES	June 15, 2026	July 15, 2026	CADO	July 20, 2026
Victoria Homes ES	June 15, 2026	July 15, 2026	MOTORPOOL/CSO	July 20, 2026
Bayanan ES - Main	June 16, 2026	July 16, 2026	ECED	
F. De Mesa ES	June 16, 2026	July 16, 2026	PESO	July 20, 2026
Buli ES	June 16, 2026	July 16, 2026	MTMB	July 14, 2026
Tunasan ES	June 16, 2026	July 16, 2026	DAPCO	July 23, 2026
Itaas ES	June 17, 2026	July 17, 2026	OBO/ENGINEERING	July 20, 2026
Cupang ES - Annex	June 18, 2026	July 18, 2026	LEGAL/CHRM	July 14, 2026
Sucat ES - Main	June 18, 2026	July 18, 2026	DRRMO	July 21, 2026
Putatan ES	June 18, 2026	July 18, 2026	MARKET	August 3, 2026
Bagong Silang ES	June 22, 2026	July 22, 2026	MEFD	July 09, 2026
Lakeview Integrated School (ES)	June 22, 2026	July 22, 2026	BPLO/LEIPO	
Poblacion National HS	June 22, 2026	July 22, 2026	BUDGET	July 20, 2026
Sucat ES Sitio Pagkakaisa - Annex	June 23, 2026	July 23, 2026	CDM	August 12, 2026
Muntinlupa Business HS - Main	June 23, 2026	July 23, 2026	GAD	August 3, 2026
Filinvest Alabang ES	June 23, 2026	July 23, 2026	MCCDO	July 21, 2026
Muntinlupa Science HS - SHS	June 24, 2026	July 24, 2026	CPDO	July 28, 2026
Muntinlupa Science HS - JHS	June 24, 2026	July 24, 2026	CPDO	
ALS (All Levels)	June 24, 2026	July 24, 2026	PCMO	July 30, 2026
Muntinlupa Business HS - Sucat Annex	June 25, 2026	July 25, 2026	SSD	July 29, 2026
Pedro E Diaz HS	June 26, 2026	July 26, 2026	PCMO	July 20, 2026
Cupang Senior HS	June 29, 2026	July 29, 2026	UPAO	August 4, 2026
Sucat Senior HS	June 29, 2026	July 29, 2026	PDAO	
Tunasan National HS - JHS	June 29, 2026	July 29, 2026	ESC/LMO/EPNRO	July 22, 2026
Tunasan National HS - SHS	June 29, 2026	July 29, 2026	ESC/LMO/EPNRO	July 23, 2026
Muntinlupa National High School - JHS	July 01, 2026	August 01, 2026	POSO	
Muntinlupa National High School - SHS	July 01, 2026	August 01, 2026	POSO	August 12, 2026

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LIBRENG BALIK ESKWELA - SHOES SUPPLIES			
SCHOOL NAME	ACTUAL DELIVERY DATE	DEADLINE FOR LIQUIDATION	RECEIVED DATE
Buli Elem. School	June 29, 2026	July 29, 2026	July 28, 2026
F. De Mesa Elem. School	June 29, 2026	July 29, 2026	
Filinvest Alabang Elem. School	June 29, 2026	July 29, 2026	August 3, 2026
Victoria Homes Elem. School	June 30, 2026	July 30, 2026	
Lakeview Integrated School - SHS	July 1, 2026	August 01, 2026	
Muntinlupa Science High School - JHS	July 1, 2026	August 01, 2026	
Tunasan National High School - SHS	July 1, 2026	August 01, 2026	
Muntinlupa Business HS - Sucat Annex	July 2, 2026	August 02, 2026	
Muntinlupa Science High School - SHS	July 2, 2026	August 02, 2026	
Muntinlupa Business HS - Main	July 3, 2026	August 03, 2026	
Muntinlupa National High School - JHS	July 3, 2026	August 03, 2026	
Cupang Senior High School	July 3, 2026	August 03, 2026	
Bayanan Elem. School - Main	July 6, 2026	August 06, 2026	
Muntinlupa National High School - SHS	July 6, 2026	August 06, 2026	
Sucate Senior High School	July 6, 2026	August 06, 2026	
Pedro E. Diaz High School	July 7, 2026	August 01, 2026	
Tunasan National High School - JHS	July 8, 2026	August 08, 2026	
Poblacion National High School	July 9, 2026	August 09, 2026	
Soldier's Hills Elem. School	July 13, 2026	August 13, 2026	
Lakeview Integrated School - JHS	July 13, 2026	August 13, 2026	
Muntinlupa Elem. School	July 14, 2026	August 14, 2026	
Putatan Elem. School	July 15, 2026	August 15, 2026	
Cupang Elem. School - Main	July 17, 2026	August 17, 2026	
Alabang Elem. School	July 20, 2026	August 20, 2026	
Bayanan Elem. School - Unit I	July 21, 2026	August 21, 2026	
Sucate Elem. School - Main	July 22, 2026	August 22, 2026	
Lakeview Integrated School - Elem	July 23, 2026	August 23, 2026	
Itaas Elem. School	July 24, 2026	August 24, 2026	
Poblacion Elem. School	July 27, 2026	August 27, 2026	
Tunasan Elem. School	July 28, 2026	August 28, 2026	
Cupang Elem. School - Annex	July 30, 2026	August 30, 2026	
Bagong Silang Elem. School	July 31, 2026	August 31, 2026	
Sucate ES - Sitio Pagkakaisa Zone 3	August 3, 2026	September 03, 2026	
Sucate ES - Sitio Pagkakaisa Zone 4	August 3, 2026	September 03, 2026	

LEGEND

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