



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 09 2022

MEMORANDUM

No. _____.s 2022

OFFICERS -IN- CHARGE IN THE ICT UNIT AND COMMAND CENTER

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
ICT Coordinators
All Others Concerned

1. In lieu of the resignation of the current ICT Officer, this Office designates the following personnel as Officers-in-Charge in the ICT Unit and the Command Center:

Name	Position	Office
Ms.May L. Borjal	Project Development Officer II	Learning Resources Management and Development System
Mr. Dioscoro M. Vargas	Administrative Assistant I	ICT Unit Office

2. They will take charge of the ICT Unit and the Command Center from February 7, 2022 until a new Information Technology Officer I is installed.
3. Attached is the weekly schedule (Annex A) at the Command Center.
4. Immediate and wide dissemination of this Memorandum is desired.


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

Enclosure: As stated

References: None

To be indicated in the Perpetual Index

Under the following subjects:

ICT SCHOOLS

RMV/ OFFICERS -IN- CHARGE OF THE ICT UNIT AND COMMAND CENTER,

_____/ February 07, 2022



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Annex A. Schedule of the Detailed Personnel at the Command Center

Monday	Tuesday	Wednesday	Thursday	Friday
Mr. Dioscoro M. Vargas	Mr. Dioscoro M. Vargas	Mr. Dioscoro M. Vargas	Ms. May L. Borjal	Ms. May L. Borjal



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