



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

Office of the Schools Division
Superintendent

MAR 03 2022

MEMORANDUM

**PLACING TOURISM CULTURE AND THE ARTS DEPARTMENT (TCAD)
UNDER THE SUPERVISION OF OFFICE OF THE CITY ADMINISTRATOR (OCA)**

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary & Secondary School Principals / Officer-In-Charge
Administrative Officer V

1. Attached is Memorandum from Engr. Allan A. Cachuela- City Administrator, on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: None

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

SUPERVISION DEPARTMENT ADMINISTRATION

MMP/NAV/DM – PLACING TOURISM CULTURE AND THE ARTS DEPARTMENT (TCAD) UNDER THE SUPERVISION OF OFFICE THE
CITY ADMINISTRATOR (OCA)

090 / MARCH 3, 2022



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Muntinlupa City
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Republic of the Philippines

Office of the City Administrator

CITY GOVERNMENT OF MUNTINLUPA

2/F Main Building, City Hall, Barangay Putatan, Muntinlupa City 1772



SDO-CITY OF MUNTINLUPA

Received _____
Date 3-3-22
Time 8:20 Am

Memo

To : ALL OFFICES AND DEPARTMENT OF THE CITY GOVERNMENT

From : The OFFICE OF THE CITY ADMINISTRATOR

Date : 02 March 2022

Subject : AS STATED BELOW

In view of the resignation of Ms. Ma. Lourdes E. Engo, Acting Head of the Tourism Culture and the Arts Department (TCAD), effective today, and considering the prohibition of the Commission on Elections (COMELEC) on appointment and/or designation of any employee at this time, the TCAD is hereby placed directly under the supervision and control of the Office of the City Administrator (OCA). As such, all transactions and businesses conducted by the said office shall be approved by the undersigned or his authorized representative.

All employees under TCAD shall directly report to the City Administrator for the requisite guidance and instruction.

For the information and strict compliance of all concerned.


Engr. ALLAN A. CACHUELA

cc: Atty. Jaime R. Fresendi
City Mayor
Atty. Roderick B. Tagnia
CHRM Head

