



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 12 2022

MEMORANDUM

DESIGNATION OF SCHOOL OFFICERS-IN-CHARGE

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public and Private Elementary & Secondary School Heads/OIC's
Administrative Officer V

1. This office announces the designation of new School Officer-in-charge effective August 8 and 15, 2022 respectively.

Dr. Yaledegler Maligaya	Muntinlupa Business High School Sucat Annex
Dr. Ma. Theresa Dela Rosa	Sucat Elementary School Sitio Pagkakaisa Annex Zone 3

2. It is expected that the outgoing OIC's shall prepare the documents listed below and submit to the Schools Division Office for review prior to the formal turn-over of money and property accountabilities:

- MOOE liquidation- Michael Evan Aguelo (Accounting Unit)
- School Canteen Financial Report - Vilma Marquez (Cash Unit)
- National and City Property Inventory (including service vehicle) – Mark Anthony Andor (Supply Unit)
- Updated Plantilla of Personnel -Noemi A. Valdez (HRMO)
- Clearance of money and property and other related documents for turnover- Vilma A. Marquez (Cash Unit)
- School Improvement Plan/Annual Implementation Plan-Mark Anthony Andor (Supply Unit)

3. Strict compliance of this Memorandum is enjoined.


CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent

Reference: None

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

DESIGNATION

MMP/NAV/DM – DESIGNATION ORDER OF SCHOOL OFFICERS-IN-CHARGE

260 /AUGUST 10, 2022



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 8805 - 9935, (02) 8805 - 9940
sdo.muntinlupa@gmail.com



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