



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

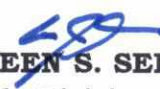
NOV 18 2022

MEMORANDUM

DESIGNATION ORDER OF MS. NOEMI A. VALDEZ

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
All Others Concerned

1. Attached is the designation order of Ms. Noemi A. Valdez as Officer in-charge of Supply Unit effective immediately in lieu of maternity leave of Ms. Joiche I. Luna.
2. For information and guidance.


CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: None

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

DESIGNATION ORDER

MMP/NAV/DM – DESIGNATION ORDER OF MS. NOEMI A. VALDEZ

394/NOVEMBER 11, 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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Republic of the Philippines
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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

MEMORANDUM

TO : **MS. NOEMI A. VALDEZ**
Administrative Officer V

From : Schools Division Superintendent

Date : November 11, 2022

SUBJECT : DESIGNATION AS OFFICER-IN-CHARGE

In the exigencies of the service and in lieu of the maternity leave of Ms. Joiche I. Luna, you are hereby designated as Officer-In-Charge of the Supply Unit effective immediately and until terminated. This is on top of your regular assignment as the Administrative Officer V.

This designation carries with it the authority to assume the powers, duties and responsibilities of a Supply Officer.

You shall sign correspondence as follows:

NOEMI A. VALDEZ
Administrative Officer V
OIC-Supply Unit

It is understood that this new assignment / designation will not entail any additional compensation.

Please be guided accordingly.


CARLEEN S. SEDILLA CESOSA
Schools Division Superintendent

