



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JAN 02 2024

**MEMORANDUM**


**DESIGNATION ORDER OF THE NEW SCHOOL OFFICERS-IN-CHARGE**

TO: OIC- Assistant Schools Division Superintendent/  
Chief Education Supervisor, School Governance and Operations Division  
Chief Education Supervisor, Curriculum Implementation 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 January 2, 2024 respectively.

Ms. Jinky D. Santos	Muntinlupa Business High School Sucat Annex
Ms. Ada Trinidad A. Tagle	Soldiers Hills Elementary School
Mr. Jay Boy E. Evano	SUCAT SENIOR HIGH SCHOOL
Ma. Theresa C. Dela Rosa	Cupang Elementary School Annex
Ms. Evangeline M. Aman	Bagong Silang Elementary School

2. It is expected that the outgoing OIC's and shall endorse all necessary documents to the new School Officer-in-Charge.
3. Strict compliance to this Memorandum is enjoined.

  
**EVANGELINE P. LADINES, 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 THE NEW SCHOOL OFFICERS-IN-CHARGE  
004 /JANUARY 2, 2024

UN-2023-004

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