



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MARCH 6, 2024

MEMORANDUM

No. 062, s. 2024

**DESIGNATION OF THE OFFICER-IN-CHARGE
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

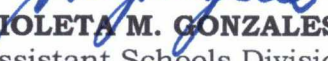
To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. Attached is the Designation Order Memorandum signed by **Usec. Wilfredo E. Cabral**, *Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development*, for **Dr. Violeta M. Gonzales CESO VI**, Assistant Schools Division Superintendent to assume the powers, duties and responsibilities of the Officer-in-Charge, Schools Division Superintendent of the Schools Division Office of Muntinlupa City, effective February 19, 2024.

2. It is expected that usual courtesy and cooperation shall be extended by all to the new Officer-in-Charge of the Office of the Schools Division Superintendent.

3. Immediate and wide dissemination of this Memorandum is desired.

For : **EVANGELINE P. LADINES CESO V**
Schools Division Superintendent

By : 
VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: None

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects:

OFFICIALS POSITIONS DESIGNATION

AMF/DM – DESIGNATION OF THE OFFICER-IN-CHARGE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

062 February 19, 2024

061

NUM-2024-062



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



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

To : **VIOLETA M. GONZALES**
Assistant Schools Division Superintendent
Schools Division Office of Muntinlupa City

Thru : **JOCELYN DR. ANDAYA**
Regional Director
DepEd National Capital Region (NCR)
Misamis St., Bago Bantay, Quezon City

Subject: Designation Order

Date : February 19, 2024

In view of the sick leave of Dr. Evangeline P. Ladines, Schools Division Superintendent (SDS), and in the exigency of service, you are hereby designated as Officer-in-Charge of the Office of the Schools Division Superintendent (OIC-SDS) in the Schools Division Office (SDO) of Muntinlupa City, effective February 19, 2024 to March 15, 2024 and until the return to duty of SDS Ladines.

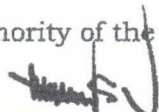
This designation bears the authority to assume the powers, duties and responsibilities of a Schools Division Superintendent. Thus, you are authorized to sign communications and issue appointments delegated to Schools Division Superintendents under Department Orders No. 29, s. 1975, No. 1, s. 2003, No. 66, s. 2008, No. 41, s. 2009 and No. 67, s. 2016, as revised.

You shall sign official correspondence as follows:

VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Please be guided accordingly.

By Authority of the Secretary:


WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development