



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

APR 18 2024

**MEMORANDUM**

**DESIGNATION ORDER OF DR. GINA U. URQUIA**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
Education Program Supervisor, SGOD  
Public Elementary and Secondary School Heads  
Administrative Officer V

1. Attached is the Designation Order Memorandum of Dr. Gina U. Urquia to assume the powers, duties and responsibilities as Officer-in-Charge in the Office of the School Principal of Muntinlupa Science High School effective April 22, 2024 until revoked/terminated.
2. It is expected that the outgoing School Head 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 DR. GINA U. URQUIA  
**129** /APRIL 18, 2024

UN-2024-129



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