



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

2024-4053HR

Office of the Schools Division  
Superintendent

MAY 20, 2024

MEMORANDUM

No. 151, 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, Office of the Schools Division Superintendent, Schools Division Office of Muntinlupa City, effective May 6, 2024, or until an SDS has been appointed, or unless sooner revoked.

2. You shall sign official correspondence as follows:

**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

3. 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.

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

  
**VIOLETA M. GONZALES**

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

151 May 17, 2024

NUM-2024-151



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City

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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 : May 13, 2024

In view of the leave of absence and forthcoming retirement 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 May 06, 2024, or until an SDS has been appointed, or unless sooner revoked.

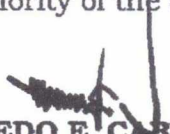
You shall sign official correspondence as follows:

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

As Officer-in-Charge, you are entitled to the representation and transportation allowances (RATA), except the salary of the position.

Please be guided accordingly.

By Authority of the Secretary:

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