



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

May 7, 2024

**MEMORANDUM**

To : Chief Education Supervisor (CID AND SGOD)  
Administrative Officer V  
Public Schools District Supervisors  
Elementary / Secondary School Heads  
Officers-in-Charge  
Teaching and Non-Teaching Personnel  
All Others Concerned

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

1. This is to inform the field that in view of the attendance of the undersigned in the **4<sup>th</sup> Regional Management Committee (REMANCOM) Meeting** on May 8-10, 2024 in Cebu City, Ms. **Noemi A. Valdez**, Administrative Officer V, is designated as Officer-in-Charge, Office of the Assistant Schools Division Superintendent on the aforementioned dates, so as not hamper the services of the said office.
2. For information and guidance.

  
**VIOLETA M. GONZALES, CESO VI**  
Assistant Schools Division Superintendent