



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

November 21, 2024

MEMORANDUM

NOV 21 2024

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 **Conduct of Coordination Meeting for the Formulation of Classroom Masterplan and Master List for the Schools Construction and Repairs** on November 24-26, 2024 in DepEd EcoTech Center, Cebu City, Ms. **Ada Trinidad A. Tagle**, Public Schools District Supervisor, 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
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

UN-2024-460



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