



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JAN 10 2025

**MEMORANDUM**

TO : **DR. MARISSA M. ANDANZA**  
Education Program Supervisor

FROM : The Office of the CURRICULUM IMPLEMENTATION  
DIVISION

DATE : January 9, 2025

SUBJECT : **DESIGNATION AS OFFICER-IN-CHARGE**

Please be informed that the undersigned will be attending the **National Training on the Conduct of Formal Investigation and Disposition of Administrative Cases.**


In my aforesaid absence, you are hereby designated as Officer-In-Charge effective January 13 - 17, 2025

The designation carries with it the responsibility for directing personnel, providing supervisory oversight, and authorized to sign communications/correspondences / reports except for financial matters.

  
**DR. FLORANTE C. MARMETO**

Chief Education Supervisor  
Curriculum Implementation Division

Noted:

  
**VIOLETA M. GONZALES**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of Schools Division Superintendent

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