



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

January 10, 2025

MEMORANDUM

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

DESIGNATION AS OFFICER-IN-CHARGE

1. This is to inform the field that in view of the attendance of the undersigned in the **National Training on the Conduct of Formal Investigation and Disposition of Administrative Cases** on January 13-17, 2025, in Teachers Camp, Baguio City, Ms. **Ma. Regale A. Olarte**, OIC – Chief / Education Program Supervisor, is designated as Officer-in-Charge, Office of the Assistant Schools Division Superintendent on the aforementioned dates, so as not to hamper the services of the Division.
2. For information and guidance.


VIOLETA M. GONZALES

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

UN-2025-016