



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

**Office of the Schools Division
Superintendent**

JAN 22 2025

MEMORANDUM

TO : **DR. GINA U. URQUIA**
Education Program Supervisor

FROM : The Office of the CURRICULUM IMPLEMENTATION
DIVISION

DATE : January 20, 2025

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


Please be informed that the undersigned will be attending the **Conduct of Regional Assessor's Training** on January 21 – 24, 2025 and on a Personal leave of Absence on January 24 – 30, 2025

In my aforesaid absence, you are hereby designated as Officer-In-Charge effective January 21 until January 30, 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

UN-2025-029



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com