



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


January 31, 2025

MEMORANDUM

To : OIC – Assistant Schools Division Superintendent
OIC – Chief Education Supervisor (SGOD)
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 **SINAYA: THE CHRONICLE OF USWAG KABISERA CYCLE 1 OF PROFESSIONAL ENHANCEMENT PROGRAM FOR THIRD LEVEL-LEVEL OFFICIALS** on February 3-5, 2025, in Azalea Hotels and Residences, Baguio City, **Mr. Florante C. Marmeto**, Chief - CID, is designated as Officer-in-Charge, Office of the 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