



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

April 21, 2025

MEMORANDUM

To : OIC – Assistant Schools Division Superintendent
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 **4th JOINT REGIONAL EXECUTIVE COMMITTEE AND MANAGEMENT COMMITTEE (RExReManCom) MEETING** on April 22-25, 2025, in Masbate City, **Ms. Ada Trinidad A. Tagle**, Public Schools District Supervisor, is designated as Officer-in-Charge, Office of the Schools Division Superintendent on the aforementioned date, so as not to hamper the services of the Division.

2. She shall sign pertinent documents as:

Ms. ADA TRINIDAD A. TAGLE
Public Schools District Supervisor
Officer-in-Charge

3. For information and guidance.


VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

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