



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

April 28, 2025

MEMORANDUM

To : OIC – Assistant Schools Division Superintendent
Chief Education Supervisor (CID)
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 **GIRL SCOUTS OF THE PHILIPPINES (GSP) – RIZAL COUNCIL 2025 SUMMER TRAINING COURSE** on April 28-30, 2025 in Ating Tahanan National Program and Training Center, Baguio City, Dr. **Lilia A. Ricero**, OIC - OASDS, is designated as Officer-in-Charge on the aforementioned dates, so as not to hamper the services of the Division.

2. She shall sign pertinent documents as:

Dr. LILIA A. RICERO

OIC - OASDS

Officer-in-Charge

3. For information and guidance.


VIOLETA M. GONZALES

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