



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

May 21, 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 Dr. **Violeta M. Gonzales** in the **2025 Palarong Pambansa** on May 26 – May 28, 2025, in Ilocos Norte Province, Dr. **Ma. Myra E. Namit**, Public Schools District Supervisor, 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. She shall sign pertinent documents as:


DR. MA. MYRA E. NAMIT
Public Schools District Supervisor
Officer-in-Charge

3. For information and guidance.

For:

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

By:


MR. YALDEGLER C. MALIGAYA 5/21
Public Schools District Supervisor
Officer-in-Charge

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