



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 04 2025

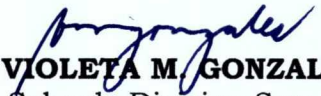
MEMORANDUM

No. 254, s. 2025

DESIGNATION AS OFFICER-IN-CHARGE FOR
ITAAS ELEMENTARY SCHOOL

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. The field is hereby informed of the designation of **Mrs. MA. MYRA E. NAMIT**, Public Schools District Supervisor, as the Officer-In-Charge, School Head of Itaas Elementary School, effective June 4, 2025.
2. Consequently, the turn-over ceremony will be on June 4, 2025 at 1:00 p.m at Itaas Elementary School.
3. It is expected that usual courtesy and cooperation shall be extended by all to the new Officer-in-Charge School Head.
4. Immediate and wide dissemination of this Memorandum is desired


VIOLETA M. GONZALES

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

Encl: None

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects:

OFFICIALS

POSITIONS

AMF/DM- DESIGNATION AS OFFICER-IN-CHARGE FOR ITAAS ELEMENTARY SCHOOL

254/June 3, 2025

NUM-2025-254



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254