



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

Office of the Schools Division
Superintendent

JUL 11 2025

MEMORANDUM
No. 336, s. 2025

**DESIGNATION AND REASSIGNMENT OF OFFICERS-IN-CHARGE
SCHOOL HEAD TO 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. This Office announces the designation and reassignment of Officers-in-Charge for elementary schools, effective July 15, 2025, for the information and guidance of all concerned
2. Please see the enclosure for reference.

Enclosure A. List of Designated and Reassigned Officers-in-Charge for Elementary Schools and Turnover Schedule
3. It is expected that the 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: As stated.
Reference: As stated
To be indicated in the Perpetual Index

Under the following subjects:

OFFICIALS POSITIONS

AME/DM-DESIGNATION AND REASSIGNMENT OF OFFICERS-IN-CHARGE SCHOOL HEAD TO ELEMENTARY SCHOOL
336/July 11, 2025

NUM-2025-336

Enclosure A

**List of Designated and Reassigned Officers-in-Charge
for Elementary Schools and Turnover Schedule**

No.	Name	Position	Designation	School		Schedule of Turn over
				From	To	
1	Maricel G. Lumio	Master Teacher I	Officer-in-Charge Office of the School Head	Tunasan National High School (SHS)	Cupang Elementary School Annex	July 15, 2025 9:00 a.m
2	Jocelyn A. Morales	Master Teacher II	Officer-in-Charge Office of the School Head	Cupang Elementary School Annex	Bayanan Elementary School Main	July 15, 2025 10:00 a.m