



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

July 2, 2025

JUL 03 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

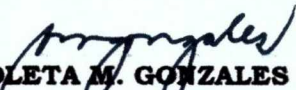
DESIGNATION AS OFFICER-IN-CHARGE

1. This is to inform the field that in view of the attendance of Dr. **Violeta M. Gonzales** in the **Conduct of Words that Work: Inclusive Gender Fair Language Workshop for SDO Muntinlupa** on July 4, 2025, in Nagcarlan Forest Resort, Barangay Silangan, Napapatid, Nagcarlan, Laguna, **Ms. Karina E. Medina**, Accountant III, 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. KARINA E. MEDINA
Accountant III
Officer-in-Charge

3. For information and guidance.


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