



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 04 2026

OFFICE MEMORANDUM

**IMPLEMENTATION OF NEW ASSIGNMENT OF UTILITY PERSONNEL
EFFECTIVE FEBRUARY 9, 2026**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Administrative Officer V
All Others Concerned

1. In the exigency of the service, you are hereby reassigned to another area, effective on February 9, 2026 to ensure the efficient and continuous delivery of public service.
2. Please see the attached assignment floor plan for your reference.

Name of Utility Personnel	Assignment Floor/Office
Mr. Oliver B. Aguelo	Fourth (4 th) Floor
Ms. Joan Solano	Third (3 rd) Floor
Mr. Jonathan Escarpe	Second (2 nd) Floor
Ms. Vivian Raposa	Human Resource Office and Accounting Office
Mr. Mark Anthony Rallos	Office Entrance and Ground Floor
Mr. Jose B. Redrico Jr.	Back/exit door and both side of Schools Division Office Building

3. Strict compliance with this Memorandum is desired.


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

Enclosure: None
Reference: None

Under the following subjects:

MB/NAV/OM – IMPLEMENTATION OF NEW ASSIGNMENT OF UTILITY PERSONNEL EFFECTIVE FEBRUARY 2, 2026

007 / February 3, 2026