



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

Office of the Schools Division
Superintendent

MEMORANDUM

TO : **MR. MARK ANTHONY E. ANDOR**
Administrative Assistant III

FROM : Office of the Schools Division Superintendent

Date : February 18, 2026

SUBJECT : **DESIGNATION AS OFFICER-IN-CHARGE**

In the exigencies of the service, you are hereby designated as Officer-in-Charge of the Supply Unit from February 18, 2026 to March 3, 2026, in view of the leave of absence of Mrs. Joiche I. Luna.

This designation carries with it the assumption of authority, duties and responsibilities of an Administrative Officer IV of Supply Unit.

You shall sign correspondence as follows:

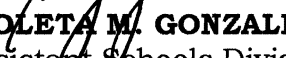

MARK ANTHONY E. ANDOR
Administrative Assistant III

It is understood that this new assignment/ designation will not entail any additional compensation.

Please be guided accordingly.


NOEMI A. VALDEZ
Administrative Officer V

Noted by:


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