



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. JOSHLORD GALIEB O. CATINDIG**
Administrative Officer II

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 Procurement Unit from February 18, 2026 to March 3, 2026, in view of the leave of absence of Mrs. Joiche I. Luna.

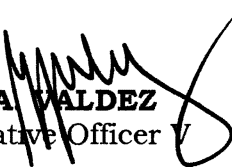
This designation carries with it the assumption of authority, duties and responsibilities of an Administrative Officer IV of Procurement Unit.

You shall sign correspondence as follows:

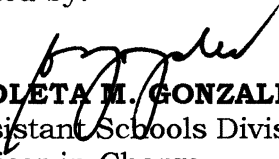

JOSHLORD GALIEB O. CATINDIG
Administrative Officer II

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