



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

APR 16 2026

**MEMORANDUM**

TO : **MS. REGAELE A. OLARTE**  
Chief Education Supervisor  
School Governance and Operations Division

DATE : April 15, 2026

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

In the exigencies of the service and in view of the attendance of Dr. Lilia A. Ricero in the Senior Executives Class Batch 15 at DAP Tagaytay City, you are hereby designated as Officer-in-Charge of the Office of the Assistant Schools Division Superintendent on April 20-24, 2026. This is on top of your regular assignment as SGOD - Chief Education Supervisor.

You shall sign documents as follows:


**REGAELE A. OLARTE**  
Chief Education Supervisor - SGOD  
Officer-In-Charge  
Office of the Assistant Schools Division Superintendent

You shall take charge of the functions of the Assistant Schools Division Superintendent, attend to all routine matters except signing appointments, ranking, reclassification of position, financial, and all other matters requiring policy decisions, and those duties and responsibilities that cannot be delegated by the Schools Division Superintendent other than to the Assistant Schools Division Superintendent.

It is understood that this new assignment/designation will not entail any additional compensation nor serve as a basis for future promotions.

Please be guided accordingly.

Very truly yours,

  
**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer In Charge  
Office of the Schools Division Superintendent