



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

To: **DR. GINA U. URQUIA**
Education Program Supervisor
Curriculum Implementation Division

DATE: May 21, 2026

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

In the exigencies of services and in view of the attendance of Dr. Lilia A. Ricero at Palarong Pambansa from May 22, 2026 to June 1, 2026, at Agusan Del Sur, you are hereby designated as Officer-in-Charge of the Office of the Assistant Schools Division Superintendent. This is on top of your regular assignment as Education Program Supervisor.

You shall sign documents as follows:

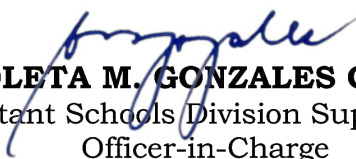
GINA U. URQUIA
Education Program Supervisor
Officer-In-Charge
Office of the Assistant Schools Division Superintendent

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