



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

Office of the Schools
Division Superintendent

MAY 20 2026

MEMORANDUM

**DESIGNATION AS OFFICER IN CHARGE OF THE OFFICE OF THE
CITY TREASURER**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. Attached is Office Order No. 109, s. 2026 issued by City Administrator, Engr. Allan A. Cachuela, dated May 12, 2026, designating Ms. Niña L. Alviar, Local Treasury Operations Officer III, as Officer-in-Charge of the Office of the City Treasurer, effective May 12, 2026.
2. For the information, guidance, and appropriate action of all concerned.
3. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**

Under the following subjects:

MB/NAV/DM – DESIGNATION AS OFFICER IN CHARGE OF THE OFFICE OF THE
CITY TREASURER

208 / May 18, 2026

UN-2026-208



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
OFFICE OF THE CITY ADMINISTRATOR



OFFICE ORDER No. 109
Series of 2026

To : NIÑA L. ALVIAR,
Local Treasury Operations Officer III

From : The City Administrator

Date : 12 May 2026

Subject : Designation as Officer in Charge of the
Office of the City Treasurer

Effective 12 May 2026 until revoked, you are hereby designated as Officer in Charge (OIC) of the Office of the City Treasurer (OCT). This is pursuant to Department Personnel Order No. 453-2026, issued by the Department of Finance (DOF), signed by Frederick D. Go, Secretary, and dated 06 May 2026.

Your mandate is to report to the City Mayor, and receive instructions on the proper course of action to undertake; attend meetings, online or in person, relevant to the functions of the office; manage the daily treasury operations and maintain the integrity and efficiency of collections and disbursements; monitor all personnel assigned thereat; sign relevant documents; and perform such other functions as may be necessary to effectively carry out the responsibilities of the office.


Engr. ALLAN A. CACHUELA

cf : Atty. Genesi M. Santiago, CHRMD; and
All Heads of the Departments and Offices

CENTRAL RECORDS

INDEXED

BY JM MEMORALE

DATE: 5/13/26 TIME: 4:23 PM

CGM-OP-OCA-01F5



SDO Muntinlupa <sdo.muntinlupa@gmail.com>

OFFICE ORDER NO. 109 SERIES OF 2026: DESIGNATION AS OFFICER IN CHARGE OF THE OFFICE OF THE CITY TREASURER

1 message

CENTRAL RECORDS OFFICE <recordsmgtooffice@gmail.com>
Bcc: sdo.muntinlupa@gmail.com

Wed, May 13, 2026 at 4:52 PM

TO: ALL HEADS OF THE DEPARTMENTS AND OFFICES

Dear Ma'am/Sir:

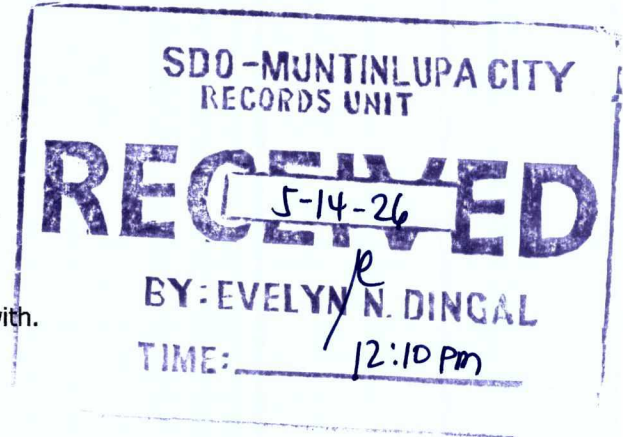
Greetings!

In line with the above subject matter, please see the file attached herewith.

Thank you.

KINDLY ACKNOWLEDGE RECEIPT OF THIS EMAIL.

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ERICA SILPEDES

RECORDS OFFICER
CENTRAL RECORDS OFFICE
(02) 8800-6487

recordsmgtooffice@gmail.com | records@muntinlupacity.gov.ph

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