



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAY 26 2026


MEMORANDUM

**REVISION OF EDUCATION RESEARCH ASSISTANCE (ERA) PAYROLL FOR
JANUARY 2026 – JUNE 2026 AND FINANCIAL DATA ENTRY SYSTEM (FinDES)
RELATIVE TO THE DESIGNATION OF THE OFFICER-IN-CHARGE OF THE
OFFICE OF THE CITY TREASURER**

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

1. Pursuant to Division Memorandum UN-2026-208 and Office Order No. 109, s. 2026 issued by the City Administrator, Engr. Allan A. Cachuela, dated May 12, 2026, Ms. Niña L. Alviar, Local Treasury Operations Officer III, has been designated as the Officer-in-Charge (OIC) of the Office of the City Treasurer, effective May 12, 2026.
2. In view of this administrative change, all school heads are hereby advised to revise the Education Research Assistance (ERA) Payroll for January 2026 to June 2026, as well as the Financial Data Entry System (FinDES). This revision is necessary to reflect the correct signatory and authority for the disbursement and collection clearing processes tied to the Office of the City Treasurer, ensuring the integrity and prompt release of ERA January-June 2026. All revised ERA Payroll and FinDES must be submitted on or before June 2, 2026.
3. Immediate and wide dissemination of, and strict compliance with this Memorandum is directed.

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

By: 
DR. MA. MYRA E. NAMIT
Public Schools District Supervisor
Officer-in-Charge



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

Encl.: as stated
References: as stated
be indicated in the Perpetual Index
Under the following subjects

PAYROLL

RESEARCH

SCHOOLS

PRA / Revision of Education Research Assistance (ERA) Payroll for January 2026 – June 2026 and Financial Data Entry System (FinDES) Relative to the Designation of the Officer-In-Charge of the Office of the City Treasurer

222 /May 26, 2026



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

Office of the Schools
Division Superintendent

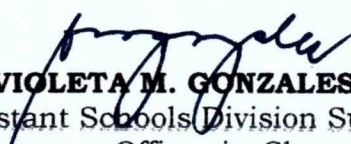
MAY 20 2026

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

JM MARRAS

5/13/26

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

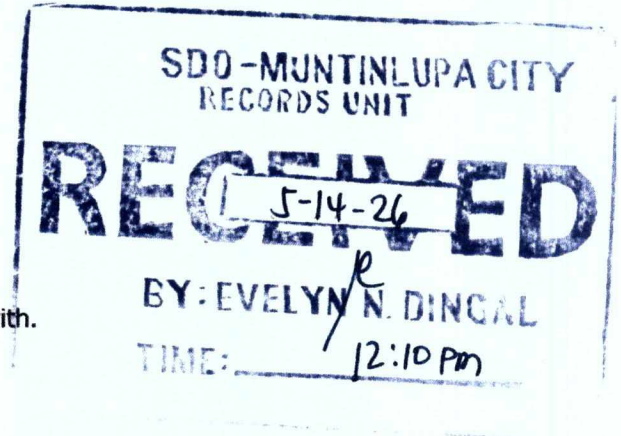
Dear Ma'am/Sir:

Greetings!

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

Thank you.

KINDLY ACKNOWLEDGE RECEIPT OF THIS EMAIL.



ERICA SILPEDES

RECORDS OFFICER
CENTRAL RECORDS OFFICE
(02) 8800-6487

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

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MM-2026-140_OFFICE ORDER NO. 109 SERIES OF 2026 (TREASURY).pdf
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