



Republic of the Philippines  
**Department of Education**

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JUL 11 2026

**MEMORANDUM**

TO : **DR. FLORANTE C. MARMETO**  
Chief Education Supervisor  
Curriculum Implementation Division

DATE : June 8, 2026

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

In the exigencies of the services and in view of the attendance of Dr. Lilia A. Ricero in the Senior Executives Class Batch 15 on June 15-19, 2026, at DAP Tagaytay City, 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 Chief Education Supervisor.

You shall sign documents as follows:


**FLORANTE C. MARMETO**  
Chief Education Supervisor - CID  
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

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