



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

No. 304, S. 2026

To: JAIME G. BAUTISTA, EdD
Public Schools District Supervisor

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

Subject: DESIGNATION ORDER

In view of the sick leave of Ms. Zyra A. Trimidal, School Head Designate of Filinvest Alabang Elementary School, you are hereby **designated as Officer-In-Charge, Office of the School Principal** of Filinvest Alabang Elementary School from **July 6 to 10, 2026**, to ensure the unhampered delivery of public service.

As Officer-In-Charge, you have the authority to assume the power, duties, responsibilities, and accountabilities attached to the position, except in financial matters.

You are directed to write a short narrative report on the activities taken during your term as Officer-In-Charge on the above-mentioned dates.

Please be guided accordingly.

Conforme:

JAIME G. BAUTISTA, EdD
Public Schools District Supervisor

Noted by:


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

NUM-2026-304