



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 30 2026

MEMORANDUM
No. 342, s. 2026

**REASSIGNMENT AND DESIGNATION OF
OFFICERS-IN-CHARGE SCHOOL HEAD**

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
Administrative Officer V
All Others Concerned

1. This Office announces the reassignment and designation of Officers-in-Charge (OICs) for various schools, effective August 6, 2026, for the information and guidance of all concerned.

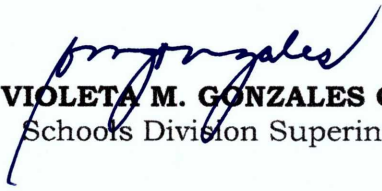
2. Please see the enclosure for reference.

Enclosure A. List of Designated and Reassigned Officers-in-Charge and Turnover Schedule

3. All School Heads who are reassigned shall conduct a proper turnover of duties, responsibilities, records, documents, and other accountabilities to ensure a smooth transition. They shall also submit their duly accomplished school clearance to the Division Human Resource Personnel Unit on or before August 6, 2026.

4. All teaching and non-teaching personnel are hereby directed to extend their full cooperation and support to the reassigned and newly designated Officers-in-Charge School Heads. They are likewise expected to accord the customary courtesy and professionalism necessary to ensure the smooth and effective administration of their respective schools.

5. Immediate and wide dissemination of this Memorandum is desired


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Encl: As stated.

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects:

OFFICIALS POSITIONS

AMF/DM- REASSIGNMENT AND DESIGNATION OF OFFICERS-IN-CHARGE SCHOOL HEAD

342 /July 29, 2026

NUM-2026-342



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Annex A.

**List of Reassigned and Designated Officers-in-Charge and
Turnover Schedule**

	NAME	SCHEDULE DATE AND TIME	NEW ASSIGNMENT
1.	Mr. John William B. Cajano Head Teacher III OIC-School Head	August 6, 2026 9:00 a.m	BULI ELEMENTARY SCHOOL
2.	Ms. Marie Ann R. Esmeria Assistant School Principal II OIC-School Head	August 6, 2026 9:30 a.m	BAYANAN ELEMENTARY SCHOOL MAIN
3.	Ms. Jocelyn A. Morales Master Teacher II OIC-School Head	August 6, 2026 10:00 a.m	CUPANG SENIOR HIGH SCHOOL