



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

TO : **MS. REGAELE A. OLARTE**
Chief Education Supervisor
School Governance and Operations Division

DATE : July 6, 2026

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

In the exigencies of the service and in view of the attendance of Dr. Lilia A. Ricero in the Senior Executives Class Batch 15 at DAP Tagaytay City, you are hereby designated as Officer-in-Charge of the Office of the Assistant Schools Division Superintendent on July 13-17, 2026. This is on top of your regular assignment as SGOD - Chief Education Supervisor.

You shall sign documents as follows:

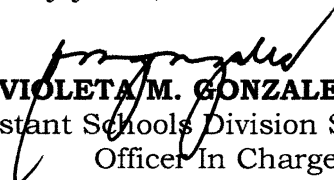
REGAELE A. OLARTE
Chief Education Supervisor - SGOD
Officer-In-Charge
Office of the Assistant Schools Division Superintendent

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