



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

August 20, 2026

MEMORANDUM

To : Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Administrative Officer V
Public Schools District Supervisors
Education Program Supervisors
Public and Private Elementary and Secondary School Heads/Officers-in-Charge
Teaching and Non-Teaching Personnel
All Others Concerned

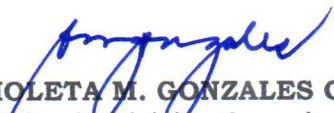
DESIGNATION AS OFFICER-IN-CHARGE

1. This is to inform the field that in view of the attendance of the undersigned in the **EXECUTIVE COURSE IN LEADERSHIP AND PUBLIC FINANCE MANAGEMENT BATCH 4** on August 24 - 28, 2026 in the Development Academy of the Philippines, Tagaytay City, Ms. **Ma. Regale A. Olarte**, Chief Education Supervisor, SGOD, is designated as Officer-in-Charge on the aforementioned dates, so as not to hamper the services of the Division.

2. She shall sign pertinent documents as:

Ms. MA. REGAELE A. OLARTE (SGOD)
Chief Education Supervisor
Officer-in-Charge

3. For information and guidance.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

UN-2026-328