



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 29 2026

MEMORANDUM
No. 443 S. 2026

To: DR. MA. THERESA C. DELA ROSA
Public Schools District Supervisor

From: VIOLETA M. GONZALES, CESO VI
Schools Division Superintendent

Subject: DESIGNATION ORDER

In view of the sick leave of Mr. Hilario G. Canasa, School Head of Putatan Elementary School, you are hereby **designated as Officer-In-Charge, Office of the School Principal** of Putatan Elementary School from **September 28 to October 2, 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:

DR. MA. THERESA C. DELA ROSA
Public Schools District Supervisor

Noted by:


VIOLETA M. GONZALES, CESO VI
Schools Division Superintendent

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NUM-2026-443



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