



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

MEMORANDUM

TO : **MR. AIDENNEL SEVJUN M. RALA**
Administrative Assistant VI

From : Schools Division Superintendent

Date : September 7-10, 2026

SUBJECT : DESIGNATION AS PERSONNEL-IN-CHARGE

In view of the exigencies of the service, you are hereby designated as Personnel-in-Charge of the Property and Supply Unit from **September 7 to 10, 2026**, in lieu of **Ms. Joiche I. Luna**, who will be on personal leave.

This designation carries with it the authority, duties, and responsibilities of an Administrative Officer IV for the duration of the designation.

You shall sign correspondence as follows:

MR. AIDENNEL SEVJUN M. RALA
Administrative Assistant VI
Personnel-in-charge
Property and Supply Unit

Please be guided accordingly.

VIOLETA M. GONZALES
Officer-in-charge
Schools Division Superintendent

Conformed: _____

AIDENNEL SEVJUN M. RALA