



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

MEMORANDUM

SEP 21 2026

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

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

Date : September 21, 2026

SUBJECT : DESIGNATION AS OVERSEER

In the exigencies of the service, you are hereby designated as Overseer of Supply Unit in view of the attendance of **Ms. Joiche I. Luna** to the National Biotechnology Week 2026 Celebration as TWG on September 21-24, 2026.

This designation carries with it the assumption of authority, duties and responsibilities of the Supply Unit.

You shall sign correspondence as follows:

AIDENNEL SEVJUN M. RALA
Administrative Aide VI

It is understood that his new assignment / designation will not entail any additional compensation.

NOEMI A. WALDEZ
Administrative Officer V

Noted by:

VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Conforme: 9-21-2026