



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

MEMORANDUM

TO : **DR. JHEMSON C. ELIS**
Public Schools District Supervisor

FROM : The Office of the CURRICULUM IMPLEMENTATION
DIVISION

DATE : September 21, 2026

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

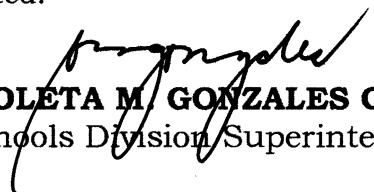
Please be informed that the undersigned will be attending the Conduct of Empowering Mentors, Developing Leaders: Building Sustainable Supervisory Leadership (Batch 2) at Green Sun Hotel, Makati City.

In my aforesaid absence, you are hereby designated as Officer-In-Charge effective on September 28 – October 1, 2026., 2026

The designation carries with it the responsibility for directing personnel, providing supervisory oversight, and authorized to sign communications/correspondences / reports except for financial matters.


FLORANTE C. MARMETO
Chief Education Supervisor
Curriculum Implementation Division

Noted:


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent