



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

To : **MS. MA. KATLEEN F. FABONAN**
Administrative Asst. III

From : Schools Division Superintendent

Date : October 12, 2026

Subject : Designation as Personnel – In – Charge

OCT 14 2026

In the exigencies of the service, you are hereby designated as Personnel-In-Charge of Budget Unit effective October 20-23, 2026 in view of the attendance of Ms. **Virma U. Amistoso** - Administrative Officer V- Budget in the FY 2026 AGAP Convention -Seminar with Theme “ Beyond Compliance: Tranparency and Accountability in Public Spending Through Meaningful and Impactful Reforms”. This designation carries with it the assumption of duties and responsibilities of an Administrative Officer V – Budget .

You shall sign correspondence as follows:

Ms. MA. KATLEEN F. FABONAN
Administrative Assistant III
Personnel-In-Charge
Budget Unit

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

Please be guided accordingly.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

UN-2026-428