



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

October 15, 2026

MEMORANDUM

To : Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Administrative Officer V
Public Schools District Supervisors
Education Program Supervisors
Public and Private Elementary and Secondary School Heads/Officers-in-Charge
Teaching and Non-Teaching Personnel
All Others Concerned

DESIGNATION AS OFFICER-IN-CHARGE

1. This is to inform the field that in view of the attendance of the undersigned in the **ORIENTATION ON STRENGTHENING ARAL IMPLEMENTATION THROUGH DATA-DRIVEN INTERVENTION PROGRAMS IN IMPROVING LITERACY AND NUMERACY** on October 19-21, 2026, in Teachers' Camp, Baguio City, **Atty. Erness Faith Regacho-Espanto**, Attorney III, Legal Unit, is designated as Officer-in-Charge on October 20-21, 2026, so as not to hamper the services of the Division.

2. She shall sign pertinent documents as:

Atty. Erness Faith Regacho-Espanto
Attorney III
Officer-in-Charge

3. For information and guidance.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent