



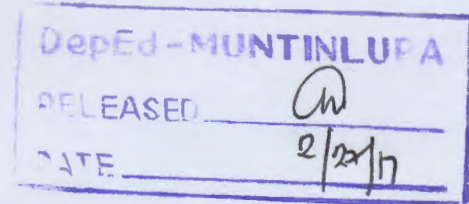
Republic of the Philippines
Department of Education
National Capital Region

SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

February 22, 2017

MEMORANDUM

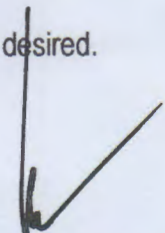
To: OIC - Asst. Schools Division Superintendent
Chief, CID/ SGOD
Education Program Supervisors/ Coordinators/ District Supervisors
Public Elementary and Secondary School Heads/ OICs
Administrative Officer
All Others Concerned



DESIGNATION AS OFFICER IN CHARGE OF ITAAS ELEMENTARY SCHOOL

Attached is a letter from **Mr. RAUL T. FELIX**, Principal III, Itaas Elementary School, dated 21 February 2017 designating **Mr. ENRICO C. MADARCOS** as Officer in Charge (OIC) of the school effective February 24 and 27, 2017.

Immediate and wide dissemination of this Memorandum is desired.


MAURO C. DE GULAN, Ed. D.
Schools Division Superintendent



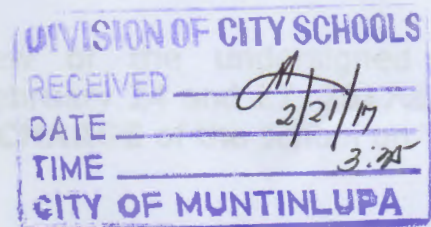


National Capital Region
DIVISION OF CITY SCHOOLS
City of Muntinlupa
Itaas Elementary School - Main.



February 21, 2017

MAURO C. DE GULAN, Ed, D.
Schools Division Superintendent
Division of City Schools
City of Muntinlupa



Sir:

I am respectfully transmitting herewith my school memorandum regarding the designation of **ENRICO C. MADARCOS** as Officer -In-Charge of the school in view of my " **Compensatory Time-Off** " with pay , to be held on February 24 and 27, 2017.

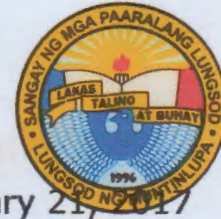
Very truly yours,

RAUL T. FELIX
Principal III

MAURO C. DE GULAN, Ed, D.
Schools Division Superintendent



National Capital Region
DIVISION OF CITY SCHOOLS
City of Muntinlupa
Itaas Elementary School - Main



February 21, 2017

M E M O R A N D U M

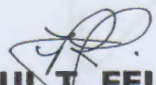
To: **ENRICO C. MADARCOS**
Master Teacher I

In the exigencies of the service and in view of the undersigned "**Compensatory Time-Off**" leave with pay on February 24 and 27, 2017, You are hereby designated to be the **OFFICER-IN-CHARGE** of the school on the dates specified above.

1. You shall take charge of both administrative and/or supervisory matters and make routine decisions.
2. You shall sign documents as follows:

ENRICO C. MADARCOS
Master Teacher I
Officer-in-charge

3. It is understood that this assignment will not entail any additional compensation nor serve as a basis for priority in promotion or future reclassification of your present position.
4. Please submit a report on the highlights of your stint as officer-in-charge.


RAUL T. FELIX
Principal III

Noted by:

MAURO C. DE GULAN, Ed.D.
Schools Division Superintendent