



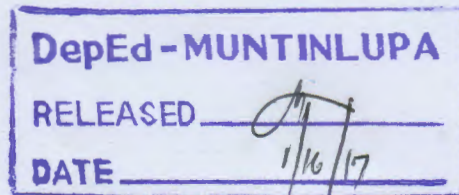
Republic of the Philippines  
Department of Education  
National Capital Region

**SCHOOLS DIVISION OFFICE**  
**CITY OF MUNTINLUPA**

January 13, 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**



**REASSIGNMENT**

Attached is a Memorandum from the Office of the City Administrator, Engr. Allan A. Cachuela dated January 6, 2017 reassigned Ms. Carolina V. Gutierrez from City Budget Office to City Cooperative Office effective January 9, 2017.

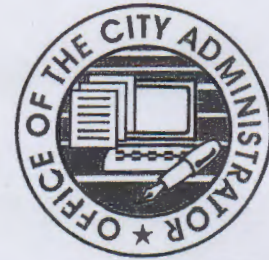
Immediate and wide dissemination of this Memorandum is desired.

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





Republika ng Pilipinas  
Pamahalaang Lungsod ng Muntinlupa  
Kalakhang Maynila



OFFICE OF THE CITY ADMINISTRATOR

OFFICE ORDER NO. 4  
Series of 2017

TO : CAROLINA V. GUTIERREZ  
Budget Office

DATE : January 6, 2017

SUBJECT : REASSIGNMENT

DIVISION OF CITY SCHOOLS  
RECEIVED Ar  
DATE 1/9/17  
TIME 4:30  
CITY OF MUNTINLUPA

In the exigency of service, you are hereby reassigned from City Budget Office to City Cooperative Office, the latter being an existing organizational structure of the City, effective January 9, 2017. As such you are directed to assist in the (1) Trainings and Seminars [Standard Training Curricula for Cooperative Officers] focused on budgetary aspects; (2) preparation of Primary Coops Submission of Reportorial Requirements; (3) Supervision and Administration Services; and (4) perform other related functions that are assigned by Head of the said Office.

Herein reassignment is without reduction on ranks and/or salaries, including such other benefits, Representation And Transportation Allowances (RATA), other allowances and privileges received, prior to the reassignment.

This Order shall remain valid as provided by the existing rules and regulations of the Civil Service Commission unless otherwise revoked by this Office or by competent authority.

For your information and guidance.

By Authority of the City Mayor

ENGR. ALLAN A. CACHUELA  
City Administrator

With conformity:

Carolina V. Gutierrez

Cf: Atty. JAIME R. FRESNEDI, City Mayor  
Lualhati S. Morales, City Budget and Management Department  
Herminio A. Dela Cruz, City Cooperative Office  
City Human Resources Mgmt. Dept./201 File



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CERT. CODE : QMS0708041506KA-001