



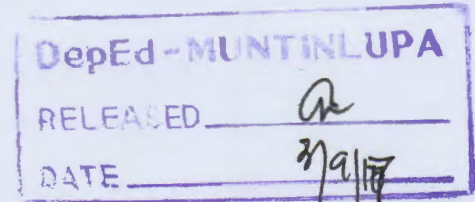
Republic of the Philippines
Department of Education
National Capital Region

SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

March 08, 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 THE MUNTINLUPA SCHOLARSHIP PROGRAM

Attached is a Memorandum from the Office of the City Mayor Hon. Atty. JAIME R. FRESNEDI, dated 20 February 2017 designating **MS. MA MONRELLE P. PONCE DE LEON** as Officer in Charge (OIC) of Muntinlupa Scholarship Program Office effective February 20, 2017.

Immediate and wide dissemination of this Memorandum is desired.


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





Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor

OFFICE ORDER No. 8
Series of 2017

To : MA. MONRELLE P. PONCE DE LEON
Administrative Officer II

Date : 20 February 2017

Subject : Designation as Officer in Charge of the Muntinlupa Scholarship Program

Effective 20 February 2017 until revoked, you are hereby designated as the Officer in Charge of the Muntinlupa Scholarship Program (MSP) in the absence of Ms. Karla Marie V. Gabriel.

Your mandate includes the smooth and orderly discharge of the functions of the MSP, ensuring satisfaction among scholars of the City Government, distribution of allowances and management of personnel. You may be called by proper authority to report on matters related to the functions above-stated, if so warranted.

Atty. JAIME R. FRESNEDI
City Mayor *RTS*

