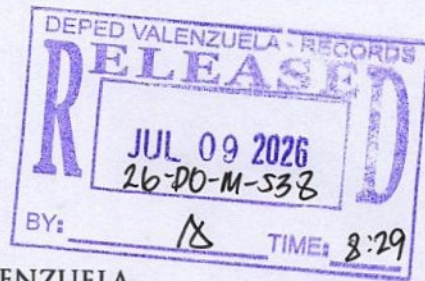




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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 0553 s. 2026

**DESIGNATION AS OFFICER-IN-CHARGE - COLLEGE PRESIDENT OF THE
VALENZUELA CITY TECHNOLOGICAL COLLEGE (VALTECH)**

To: OIC, Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Education Program Supervisors & Public Schools District Supervisors
Division Unit Heads & Specialists
All Elementary & Secondary School Heads/OICs
All Others Concerned

- Attached is a Memorandum from Hon. WESLIE T. GATCHALIAN, City Mayor, City Government of Valenzuela dated July 1, 2026 relative to Designation of Dr. JANET R. VALDEZ, City Government Assistant Department Head II, Valenzuela City Technological College, as Officer-in-Charge - College President of Valenzuela City Technological College, effective July 1, 2026.
- For information and guidance of all concerned.

NOEL D. BAGANO
Schools Division Superintendent

Encl.: As stated
References: As stated
To be indicated in the Perpetual Index
under the following subjects:

DESIGNATION COLLEGE PRESIDENT VALTECH

MAE/KC - DESIGNATION AS OFFICER-IN-CHARGE - COLLEGE PRESIDENT OF THE VALENZUELA CITY TECHNOLOGICAL COLLEGE (VALTECH)
_____/July 8, 2026

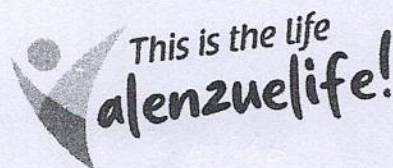


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Republic of the Philippines
CITY OF VALENZUELA
Metropolitan Manila

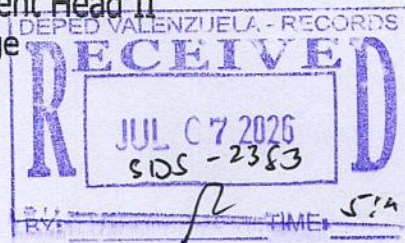


TO : **DR. JANET R. VALDEZ**
City Government Assistant Department Head II
Valenzuela City Technological College

FROM : **THE CITY MAYOR**

DATE : **01 JULY 2026**

SUBJECT : **DESIGNATION AS OFFICER-IN-CHARGE - COLLEGE PRESIDENT OF THE VALENZUELA CITY TECHNOLOGICAL COLLEGE (ValTech)**



EFFECTIVE TODAY, JULY 01, 2026, you are hereby designated as the OFFICER-IN-CHARGE – COLLEGE PRESIDENT of Valenzuela City Technological College (ValTech) of the City Government of Valenzuela.

Through the directions of the City Mayor, you are tasked to perform the following:

- Manage the Valenzuela City Technological College (ValTech);
- Coordinate all the organizational units and ensure that all their policies, programs, projects and activities are in consonance with the set mission statement, educational philosophy, and general goals of the institution;
- Ensures academic excellence, innovation and institutional growth;
- Ensures accreditation, quality assurance, and compliance with academic standards;
- Initiates, coordinates and directs academic, administrative, financial, and support programs, projects and activities intended to achieve more concretely the philosophy and objectives of the school in the best manner possible for all concerned;
- Initiate the study, implementation, evaluation, and, when deemed necessary, revision of institutional objectives and those of other departments;
- Initiate policies, programs and activities directed to the three major functions of a higher learning institution: instruction, research and community service;
- Develops communication channels among the different groups of the college/universities;
- Maintains a steady flow of information to academic and non-academic personnel, alumni, students, the Board of Trustees, and others if needed regarding the development plans, programs and activities of the institution;
- Presides over all general faculty and non-academic, and staff meetings;
- Acts as the official spokesperson of the college and exercises the authority to delegate such power;
- Promotes the best interests of the members of the faculty, the administration, the non-teaching personnel and students by providing effective overall leadership;



- Submit an annual report to the Board of Trustees at the end of the school year, highlighting the work of the past year and the needs of the current year.
- Ensures transparency, accountability, and sustainability of funds;
- Strengthens the college public image and community engagement;
- Ensures that the financial expenditures of the Office are within the approved budget;
- Exercise such other powers and perform such other functions as may be prescribed by law or ordinance;
- Performs all other functions delegated by the Board of Trustees and the local Chief Executive.

For your information and proper guidance.

WESLIE T. GATCHALIAN

cc: All Concerned Offices and Units
HRMO
201 File
File