

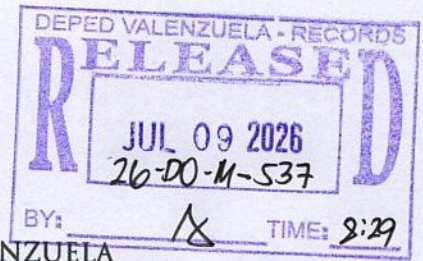
DepEd ICT Unit

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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. 0554 s. 2026

**DESIGNATION AS OFFICER-IN-CHARGE OF THE  
DEMOLITION UNIT AND ANTI-SQUATTING UNIT**

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

1. Attached is a Memorandum from Hon. WESLIE T. GATCHALIAN, City Mayor, City Government of Valenzuela dated July 1, 2026 relative to Designation of Ret. PLTCOL NOEL D. RAMIREZ as Officer-in-Charge of the Demolition Unit and Anti-Squatting Unit effective July 1, 2026.

2. 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      DEMOLITION UNIT      ANTI-SQUATTING UNIT**

MAE/KC - DESIGNATION AS OFFICER-IN-CHARGE OF THE DEMOLITION UNIT AND ANTI-SQUATTING UNIT  
\_\_\_\_\_/July 8, 2026

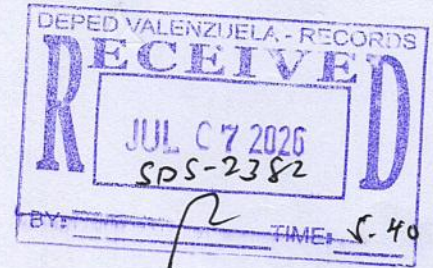


Address: Pio Valenzuela St., Marulas, Valenzuela City  
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439  
Email Address: [sdovalenzuela@deped.gov.ph](mailto:sdovalenzuela@deped.gov.ph)  
Official Website: <https://www.depedvalenzuela.com>





**TO :** Ret. PLTCOL NOEL D. RAMIREZ  
**FROM :** THE CITY MAYOR  
**DATE :** 01 JULY 2026  
**SUBJECT :** **DESIGNATION AS OFFICER-IN-CHARGE OF THE  
DEMOLITION UNIT AND ANTI-SQUATTING UNIT**



**EFFECTIVE TODAY, JULY 01, 2026**, you are hereby designated as the **OFFICER-IN-CHARGE** of Demolition Unit under the City Engineers Office and Anti-Squatting Unit (DASU) under Public Order and Safety Office of the City Government of Valenzuela.

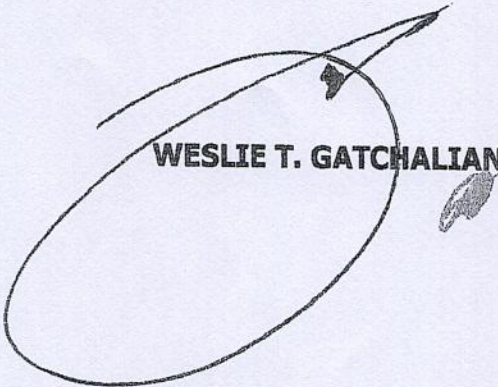
Through the directions of the City Mayor, you are tasked to perform the following:

- Inspect and monitor areas within the LGU to identify illegal structures, squatting activities, and encroachments on public properties, easements, roads, waterways, and government-owned lands.
- Implement lawful demolition activities and anti-squatting measures in accordance with existing laws, court orders, and local ordinances.
- Deliver and explain Notices of Violation, Letters for Improvement of Roads and Sidewalks, and other legal documents to affected individuals and communities
- Work closely with barangays, law enforcement agencies, courts, utility companies, and other concerned government offices in the implementation of demolition and clearing operations.
- Assist in ensuring the safety and security of personnel, residents, and properties during demolition and clearing activities.
- Prepare inspection reports, inventories, photographs, and documentation related to illegal structures, demolition activities, and anti-squatting operations.
- Assist the Housing and Resettlement Office in the relocation and resettlement of qualified affected families, when applicable.
- Investigate and act upon all complaints and endorsements referred by the Office of the Building Official.



- Participate in clearing operations to remove obstructions from public roads, sidewalks, drainage systems, parks, and other public spaces.
- Exercise such other powers and perform such other functions as may be prescribed by law or ordinance;
- Performs all other functions delegated by the local Chief Executive.

For your information and proper guidance.

  
**WESLIE T. GATCHALIAN**

cc: All Concerned Offices and Units  
HRMO  
201 File  
File