



Republic of the Philippines
Department of Education
Region V - Bicol

TANGGAPANG PANSANGAY NG CATANDUANES

January 1, 2025

DIVISION MEMORANDUM
No. 001 s. 2025

**OFFICER-IN-CHARGE OF THE OFFICE OF THE SDS
ON JANUARY 2 and 3, 2025**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
SGOD and CID Personnel
OSDS Unit Heads
School-based Personnel
All Others Concerned


1. In view of matters relative to donations to DepEd Catanduanes learners and the travel time of the undersigned and the OIC-ASDS to Catanduanes, all concerned are hereby informed that **Ms. Eva S. Tolentino** is designated to take charge of the division and act on all routine matters and urgent administrative & financial concerns from January 2 and 3, 2025.

For this purpose, this should appear on official documents for her signature:

By Authority of the OIC-Schools Division Superintendent:

EVA. S. TOLENTINO
Administrative Officer V
Officer-In-Charge

2. For information and guidance.


CECILE C. FERRO CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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