



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

January 17, 2025

DIVISION MEMORANDUM

No. 027 s. 2025

OFFICER-IN-CHARGE OF THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT FROM JANUARY 21-24, 2025

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

1. This is to inform all concerned that **ATTY. NORLITO JR. P. AGUNDAY** is designated to take charge of the division and act on all routine matters and urgent administrative and financial concerns since the undersigned will be on home visit privilege and attend the regular regional management committee meeting on January 21 & 22 and January 23 & 25, 2025 respectively.

For this purpose, he will sign official paper, thus this should appear on documents for her signature:

By Authority of the OIC-Schools Division Superintendent:

ATTY. NORLITO JR. P. AGUNDAY.

Division Legal Officer
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