

DepEd-Division of Catanduanes
RECORDS SECTION

RELEASED

BY: [Signature] No. 689
DATE: 12 DEC 2024 TIME: 3:46



Republic of the Philippines
Department of Education
Region V – Bicol

TANGGAPANG PANSANGAY NG CATANDUANES

December 12, 2024

DIVISION MEMORANDUM

No. 689 s. 2024

**OFFICER-IN-CHARGE OF THE OFFICE OF THE SDS
FROM DECEMBER 16 TO 18, 2024**

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 the official travel of the OIC-SDS for the **Phase I: CY 2025 Performance Planning and Commitment** on December 16, 2024 and **CY 2024 Sixth Regular Regional Management Committee Meeting** on December 16 to 18, 2024, both activities to be held in Albay, all concerned are hereby informed that the following are designated to take charge of the division and act on all routine matters and urgent administrative concerns on December 16 to 18, 2024:

December 16 and 17, 2024	ATTY. NORLITO JR. P. AGUNDAY
December 18, 2024	AO V EVA S. TOLENTINO

For this purpose, these should appear on official documents for their signature during their schedule as OIC:

<p>By Authority of the OIC-Schools Division Superintendent:</p> <p>ATTY. NORLITO JR. P. AGUNDAY Division Legal Officer Officer-In-Charge</p>	<p>By Authority of the OIC-Schools Division Superintendent:</p> <p>EVA S. TOLENTINO Administrative Officer V Officer-In-Charge</p>
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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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