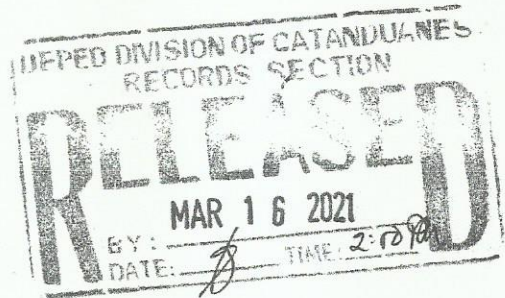




Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES



March 16, 2021

MEMORANDUM TO:

EVA S. TOLENTINO
Administrative Officer V

In view of the attendance of the undersigned to **Legazpi City** for **Workshop on Target Setting for the CY 2021 Performance Planning and Commitment on March 22 - 23, 2021**, you are hereby designated to take charge of the division and act on all routinely matters and urgent administrative concerns.

For this purpose, you will sign official papers, thus:

By Authority of the Schools Division Superintendent:

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

It is hereby emphasized that matters that are policy-determining, fiscal and confidential in nature and those needing opinion and decision should wait for the Schools Division Superintendent.

Appointments, transfer of personnel and financial matters should wait for the return of the Schools Division Superintendent.

In addition, you will represent the undersigned in official and civic functions in which the Schools Division Superintendent is involved.

A report on all papers signed by you should be prepared and submitted to the undersigned upon her return.

For guidance and compliance.

SUSAN S. COLLANO
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

