



DepEd - Division Office of Catanduanes  
RECORDS SECTION

**RELEASED**

BY: *[Signature]* No: 416  
DATE: MAY 07 2025 TIME: 6:20

Republika ng Pilipinas

**Kagawaran ng Edukasyon**

REHIYON V (BIKOL)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

May 7, 2025

**DIVISION MEMORANDUM**

No. 416 s. 2025

**OFFICER-IN-CHARGE OF THE OFFICE OF THE SCHOOLS  
DIVISION SUPERINTENDENT ON MAY 8 & 9, 2025**

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

1. In view of the official travel of the OIC-SDS on May 8 & 9 to the Zonal Meeting of School Heads, all concerned are hereby informed that Atty. Norlito Jr. P. Agunday is designated to take charge of the urgent administrative concerns of the School Division Office while Ms. Eva S. Tolentino is designated to act on financial concerns. They are authorized to sign official documents stated in their designation until the return of the OIC Schools Division Superintendent.
2. For information and guidance.

*[Signature]*  
**CECILE C. FERRO CESO VI**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent