

Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

October 13, 2022

**MEMORANDUM TO:**

**EVA S. TOLENTINO**  
Administrative Officer V

In view of the attendance of the undersigned to Albay for the **CY 2023 6<sup>TH</sup> REGULAR REGIONAL MANAGEMENT COMMITTEE (REMANCOM) MEETING** on October 15-17, 2023, 2023 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.

  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent