

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

October 5, 2023

MEMORANDUM TO:

MARK LESTER V. URBANO
Administrative Officer II

In view of the leave of absence of the Administrative Officer IV HRMO on October 12-13, 2023 are hereby designated to take charge of the Human Resource Management Office 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:

MARK LESTER V. URBANO
Administrative Officer II
Officer-In-Charge, HRMO

A report on all papers signed by you should be prepared and submitted to the Administrative Officer IV (HRMO) upon her return.

For guidance and compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

0097-OIC- MARK LESTER V. URBANO



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